

Meadowbrook School Health & Safety Plan

In an effort to reduce the risk around spreading COVID-19, The Meadowbrook School has developed specific regulations in order to operate under new CDC guidelines and State regulations. We ask you to read this document and follow best practices whenever you are on our campus. The Health and Safety Committee submitted this plan to the Board of Directors for permission to reopen campus in accordance with safety regulations and was granted approval.

The Meadowbrook School Health and Safety Plan has utilized the PA Department of Education guidance and CDC guidance found here:

- a. <https://www.education.pa.gov/Documents/K-12/Safe%20Schools/COVID/GuidanceDocuments/Pre-K%20to%2012%20Reopening%20Guidance.pdf>
- b. <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>

The Meadowbrook School also continues to monitor the best practices for mitigation strategies put out by the CDC and the State of Pennsylvania as the information on COVID-19 is constantly evolving.

Our pandemic team is made up of the following people:

Michael Reardon, Head of School- Oversight and Implementation

Frank Kopacz, Director of Facilities- Readiness of Spaces and Supervision of Cleaning Protocol

Kristen Haugen, Director of Academic Advancement, Readiness of Academic Concerns and Response Planning for *MeadowbrookVirtual*

Kelly Mosteller, Second Grade Teacher and Lower School Coordinator- Readiness of Student Concerns at Elementary Level

Brittany Stout, Pre-K Teacher and Early Childhood Division Head- Readiness of Student Concerns at Early Childhood Level

Lea Rahman, Camp Meadowbrook Director and Administrative Assistant- Readiness of Camper Concerns

Dr. Dawn Zapotok, Board Member and

at Nemours duPont Pediatrics Collegeville- Best Practices Sounding Board

Alicia Kent, Board Member and Regional Vice President at Aramark- Best Practices Sounding Board

Dr. Rodrigo Gamarra, Operations at Children's Hospital of Philadelphia- Best Practices Sounding Board

There are a number of key COVID-19 mitigation factors that the Meadowbrook School will be using.

1. Handwashing and hand sanitizing frequently.
2. Social distancing.
3. Wearing a mask.
4. Teaching in outdoor space when possible.
5. Monitoring for symptoms daily.
6. Staying at home when sick.

• **Steps to protect children and staff at higher risk for severe illness**

Prior to the start of school, students must have a current Physical Examination form on file and an updated Emergency Contact and Allergy Action Form. These forms must be completed and returned to the school by **August 24, 2020**. Children and staff at higher risk are encouraged to discuss their concerns with the head of school. The Meadowbrook School will work with students and faculty who are considered high risk individuals. [Am I at Higher Risk for Severe Illness from COVID-19?](#)

• **Processes for monitoring students and staff for symptoms and history of exposure Contact tracing**

The school plans to use a daily health screening form. All families will receive a daily email that includes the link for the day's form. All students and staff members will need to complete and submit the Meadowbrook School Health Screening Form online by 7:40 am each morning. Students and staff members will not be allowed to enter the building without a completed Meadowbrook School Health Screening Form. Parents will be contacted and asked to fill out the health screening form if a student arrives on campus without a completed Meadowbrook School Health Screening Form and a staff member will take the student's temperature. The student will wait outside (weather permitting)

until a form is completed. A sample copy of the Meadowbrook School Health Screening Form may be found here:

https://docs.google.com/forms/d/e/1FAIpQLScFJajCXpMdYETq2t7Zeg-KaKFyibdfyMNR1EU2MNo0QviFaQ/viewform?usp=sf_link

• **Steps to take in relation to isolation or quarantine when a staff member, child, or visitor becomes sick or demonstrates a history of exposure**

If a student or faculty member shows signs of a COVID-19 infection such as fever, shortness of breath, or cough, the school will immediately separate the staff member or student from others. The school will contact the student's parents. If the school is unavailable to reach a student's parent, the school will contact the student's emergency contacts. The student will wait for his or her parent or caregiver outside of the building near the art room (weather permitting) with a staff member until a parent can arrive. This area will be disinfected after the student has departed. If the weather conditions are unfavorable, the student and the staff member will wait in the COVID quarantine room. A staff member will escort the student outside into the care of his or her parent or caregiver.

The person with symptoms will be referred to his or her doctor for a diagnosis. If the person is determined to have COVID-19 or is presumed positive for COVID-19, they must contact the school immediately. The school will communicate the grade level of the COVID-19 case to the entire community. All students and faculty members who interacted with the person diagnosed with COVID-19 will be asked to quarantine according to the CDC's recommendation. Any immediate family members of the diagnosed person will also be asked to quarantine according to the CDC's recommendation. Online instruction via MeadowbrookVirtual will commence for the affected classroom. Work will be sent home electronically for siblings in other grades.

If anyone in your household is diagnosed with COVID-19, you should contact the school. All members of your household (including the student) should quarantine according to the CDC's recommendation. Students and staff members should stay home and quarantine if anyone in their house is diagnosed with COVID-19 or presumed positive for COVID-19 or awaiting the results of a COVID-19 test.

The Meadowbrook School will aid in the Department of Public Health's effort to perform contact tracing on any COVID-19 case in our community.

- **Guidelines for when an isolated or quarantined staff member, child, or visitor may return to school**

Students will not be permitted to return to school without a note from a physician. In addition to a note, the student (or staff member) must provide the following in order to return: A negative COVID-19 test OR documentation stating his/her symptoms were the result of another illness. Ten days after onset of symptoms and fever free for 72 hours without medication is the current standard advice for end of quarantine.

- **Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices**

Staff and students will wash hands upon entering the building. Staff and students will wash hands before snack and lunch. Staff and students will wash hands upon re-entering the building after recess. Handwashing strategies include washing with soap and water for at least 20 seconds will be emphasized with staff and students. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60% alcohol may be used. Handwashing or hand sanitizing should be used after going to the bathroom, before eating, after blowing nose, coughing, or sneezing, and after touching face. Teachers and staff will be given rigorous and routine refresher training on proper hygiene, social distancing, and personal protective equipment protocols.

- **Guidelines on the use of face coverings (masks or face shields) by all staff**

Staff will wear masks while inside the building. Staff will wear PPE face shields when actively teaching inside the classroom and any time they are closer than 6 feet to a non-family member. Staff may remove masks and face shields when outside and socially distanced. Staff may also remove mask and face shield to eat or drink when socially distanced.

- **Guidelines on the use of face coverings (masks or face shields) for older students, as appropriate**

Students will wear face coverings throughout the day. According to updated (8/17/20) guidance from the State of Pennsylvania, there will be a limited number of instances in which students will be allowed to remove their face coverings. These include while eating or drinking, or during an activity that makes mask-wearing unsafe. Students can also take their masks off during 10-minute “face-covering breaks.” Masks also may be removed during recess when students are participating in a socially-distanced activity.

- **Expectations for the posting of signs in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs**

Signs will be placed throughout the building. Each classroom will have a sign that promotes everyday protective measures and how to stop the spread of germs. There will also be a bulletin board focused on COVID-19 mitigation practices which include handwashing and hand sanitizing frequently, social distancing, wearing a mask, monitoring for symptoms daily, and staying at home when sick. All mitigation practices will be discussed with the staff and students. Staff and students will be instructed on the proper procedure for washing hands and wearing a mask.

- **Procedures for cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)**

In classrooms, desks, chairs, and commonly touched surfaces (light switches, door knobs, tables, etc.) will be disinfecting at least three times per day. Classroom doors will be left open to aid ventilation and to prevent the need to touch the door. Outdoor learning spaces will be used whenever possible.

Restrooms will be disinfecting two times throughout the day. They will be thoroughly cleaned and disinfecting each evening.

Drinking fountains will be disabled. Bottle filling stations will still be usable.

Parents will be encouraged to find out about the sanitation procedures implemented by their local school district who provides the busing for their children.

- **Protocols for classroom/learning space occupancy that allow for 6 feet of separation among students and staff throughout the day to the maximum extent feasible**

All desks will face the same direction. Students will be spaced 6 feet apart. Floor spots will be used to help students and staff maintain 6 feet of social distance.

- **Procedures for restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms**

All lunches will be brought from home. Students should bring their own water bottles. Lunches will be eaten outside when available. Lunches will be eaten in classrooms with social distancing when the outside conditions are not suitable. Snacks and drinks, if provided, will be pre-packaged. They will also be eaten outside or in their classroom.

- **Protocols for sporting activities consistent with the CDC Considerations for Youth Sports for recess, and physical education classes (guidance for organized school sports will be published separately)**

Students will be encouraged to maintain social distancing. Shared recess equipment (balls, jump ropes, etc.) will be put away until further notice. Students will be required to wash their hands upon re-entering the school building. Staff members will teach students socially-distanced recess games at the start of the school year. The beginning and ending of recesses will be staggered to allow students to wash hands before returning to class.

- **Schedules for training all faculty and staff on the implementation of the Health and Safety Plans before providing services to students; and System for ensuring ongoing communication with families around the elements of the local Health and Safety Plan including ways that families can practice safe hygiene in the home.**

Faculty and Staff will be trained on the implementation of the Meadowbrook School Health and Safety Plan and the communication of it to families during back to school meetings in August. Communication about changes to health and safety procedures will be communicated via the weekly FYI which is emailed to all parents, staff members,

and board members. Urgent information will be emailed directly or pushed out via voice and text to parents using our emergency alert system.

- **Methods of limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students**

Learning spaces will allow for 6 feet of space between chairs. Students will practice traveling through the hallways to allow for 6 feet of space between students using floor markers. All specials except for PE will take place in the homeroom classroom or outside until further notice.

Student class sizes are under 15. Each class will be treated as a cohort and interaction between cohorts will be minimized with assigned recess areas and staggered recess times. Students will attend all classes with their cohort, eat with their cohort and have recess with their cohort.

- **Methods of staggering the use of communal spaces and hallways and ensuring regular cleaning**

At this point the only communal spaces we are planning on using are the gym and the playground. Classes will have staggered start time and ending times for a morning recess and a lunch recess. One class will move through the hallways at a time to head to the gym.

As the year progresses, we may open up additional communal spaces, such as the science room, the art room, the library, and the computer lab. When this occurs, the communal spaces will be disinfected before the next group of students enters the space.

- **Procedures to limit the sharing of materials among students**

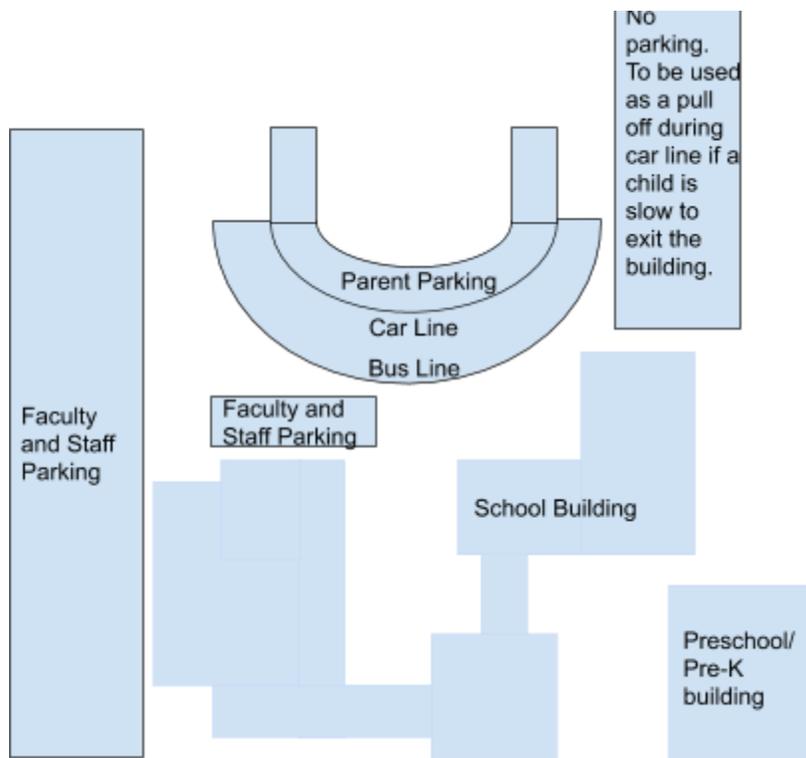
Students will be asked to bring materials from home. Each student will have an area with his or her name on it in the classroom in which to store items like markers, colored pencils, crayons, paper, post-it notes, paint brushes, clipboards, and indoor recess toys or games.

- **Processes for identifying and restricting non-essential visitors and volunteers**

Parents or caregivers will be asked to use a car line for drop-off and pick-up. During the school day, there will be no assemblies presented by visitors. Visitors, including parents and caregivers, will not be permitted during school hours. If you need to pick up a student, a staff member will walk your child outside to you.

- **Protocols for adjusting transportation schedules and practices to create social distance between students**

Parents are encouraged to communicate with their local school district in regards to the school district's plan for bus transportation. Students will enter the building and go straight to their homeroom classrooms. (There will be no early duty in the lobby.) Preschool and Pre-K students will be met by an assistant teacher near the courtyard and walked to class. Students will be dismissed from their classrooms at the end of the day when a bus or car arrives for them. Dismissal will take place from 3:00-3:30 pm. There will be a car line from 3:10- 3:30 pm and a bus line from 3:00-3:10 pm. The carline will be on the inner ring. Bus line will be on the outer ring.



- **Processes to communicate and coordinate with local child care regarding on site care, transportation protocol changes, and when possible, revised hours of operation or modified school-year calendars.**

The school plans to communicate with parents and other caregivers via its emergency alert system, email, and the school website. The phone will be used for immediate issues that involve individual students or classes.