



Reopening Safety Plan - Fall 2020

Schools: PreK-12 Grade School

Submitted to the New York State Department of Health

Brooklyn Heights Montessori School

185 Court Street

Brooklyn, New York 11201

Stephanie Flanigan

Head of School

(718) 858-5100

Chris Koble

Director of Technology & Risk Management

Designated COVID-19 Safety Coordinator

ckoble@bhmsny.org

(929) 359-7135

Robin Walker-Randolph

Director of Finance & Operations

Designated Human Resources Representative

rwalkerrandolph@bhmsny.org

(929) 359-7125

Revised 3/9/21

Revision History

Revision Date	Notes
2020-08-11	Updated the Before and After Care section to reflect a temporary suspension of these services
2020-08-10	The metric used to determine whether school will close because of increased infection rate in NYC has been adjusted to align with the standard set by the City of New York.
2020-07-31	Added language around student accommodations for face coverings in the PPE and Face Coverings section; clarified analysis of space in the capacity section; clarified the purpose of cohorting in Cohorts and Program Locations section
2020-07-28	Adjusted the waiting periods for return to work/school for all scenarios to 14 days from 10 days; added a COVID-19 Medical Advisory Team to advise regarding the closure of in-person instruction because of school-specific infection rates
2020-07-26	Minor punctuation and grammatical changes throughout document; modification of headings to correct table of contents issues; modified Middle School Cohorts section for clarity in the Cohorts and Program Locations section; added information about nurse's involvement in the instruction of the proper use and disposal of face coverings in the PPE and Face Coverings section; modified Introduction for clarity; added revision history
2020-10-02	Revisions to the Return to Work/School After A Positive COVID-19 Test or Screen
2020-10-20	Revisions to the Return to Work/School Alternative Diagnosis Pathway
2020-11-23	Revisions to the Early Warning Signs section to include NY State Micro-Cluster Guidance
2021-01-19	Revisions to Quarantine and Return to Work/School Periods to match CDC, NYS and NYC DOH
2021-01-22	Revisions to the Testing Protocols section detailing plans for regular testing of community members
2021-03-04	Addition of Post-Vaccination Symptom Protocol
2021-03-09	Revisions to the Return to Work/School Alternative Diagnosis Pathway-- add requirement for PCR test per DOH Update

INTRODUCTION	5
Preparation of the Plan	5
REOPENING	5
Capacity	5
Social or Physical Distancing	5
PPE and Face Coverings	6
Students	6
Faculty, Staff and Other Individuals	6
Operational Activity	7
Cohorts and Program Locations	7
Visitors	7
Field Trips	8
Community Events	8
Restart Operations	8
Hygiene, Cleaning & Disinfection	8
Routine Cleaning	8
Extracurriculars	9
Before and After Care	9
Vulnerable Populations	9
Policy Regarding Vulnerable Students, Faculty & Staff	9
Transportation	9
Food Service/Meals	9
Mental Health, Behavioral, and Emotional Support Services and Programs	10
Communication	10
MONITORING	10
Screening	10
Faculty and Staff	10
Parents & Students	10
Testing Protocols	11
Testing Responsibility	11
Early Warning Signs	11
COVID-19 Medical Advisory Team	11
CONTAINMENT	12
School Health Office	12
Isolation	12
Collection of Symptomatic Students	12
Positive Screening Protocols	12
Return to Work/School After A Positive COVID-19 Test or Screen	12

For Individuals Who Screened Positive for COVID-19 Symptoms	12
For Individuals Who Screened Positive for Close or Proximate Contact With A Person Who Tested Positive for COVID-19 With OR Without Symptoms	13
For Individuals Who Tested Positive for COVID-19	13
Post-Vaccine Symptom Protocol	13
Hygiene, Cleaning & Disinfection	14
Contact Tracing	14
Communication	14
CLOSURE	14
Closure Triggers	15
Operational Activity	15
Communication	15
CONCLUSION	15

INTRODUCTION

Brooklyn Heights Montessori School (BHMS) is a PreK through Eighth grade school located in Brooklyn, NY with a current enrollment of 222 students. Guided by the philosophy of Dr. Maria Montessori, BHMS is a diverse community committed to educational excellence. At our center is respect for the individual child's development and potential. Our classrooms are organized in multi-age groupings in two divisions. The Lower School division includes the Twos (ages two to three), Preschool (ages three to six), and Lower Elementary (ages six to nine) programs. The Middle School division includes the Upper Elementary (ages nine to 12) and Middle School (ages 12 to 14) programs.

Preparation of the Plan

Our plan for reopening reflects the collaborative work of administrators, staff, members of the Board of Trustees, parents and medical professionals. The plan was developed under the guidance of the New York State and New York City Departments of Health, the New York State Department of Education, the Centers for Disease Control (CDC), the National Association of Independent Schools (NAIS), and the New York State Association of Independent Schools (NYSAIS).

REOPENING

Protocols and procedures for restarting school operations including students, faculty, and staff returning to in-person instruction

Capacity

BHMS is located in three contiguous buildings consisting of 47,600 square feet of indoor space as well as 9,400 square feet of outdoor space including terraces used as outdoor classrooms and playground space located on the roof. BHMS has evaluated all available spaces inside as well as outside of its buildings to determine room capacity and maximum occupancy based on 6 feet of social or physical distancing. At the time of this plan's development, a return to in-person instruction for all program levels can be accomplished using existing spaces, although many spaces on the BHMS campus will be reconfigured to accommodate smaller groups of students and promote the health and safety of the students and faculty and staff. We will also limit capacity of individual rooms and spaces, and will also utilize outdoor spaces on the roof. We have done the analysis of physical spaces and have concluded that we have the capacity available to maintain appropriate social or physical distance requirements, and have sufficient PPE equipment available for our school.

We have developed a schedule that aligns with our educational philosophy and Montessori tenets of experiential learning. The schedule prioritizes in-person learning for four and a half days a week for the youngest students ages two through third grade and a hybrid approach of in-person learning and remote learning for fourth through eighth grades.

We are currently working on a phase-in plan for all students to return to school. That phase-in plan will be determined based on a variety of factors including the age of the students and the ability to work with and teach the students how to maintain appropriate social and physical distancing.

Social or Physical Distancing

We have developed protocols and procedures for students, faculty, and staff to ensure appropriate social or physical distancing both inside and in the outdoor portions of the school facilities. To the extent possible, all individuals will observe appropriate physical distancing of 6 feet of space in all directions between individuals or with the use of physical barriers that do not affect air flow, heating, cooling, or ventilation. To remind individuals of the physical distancing requirements we will install signs in all areas of the school. Hallways will also be designated and marked accordingly with signage and directional arrows on the floor. Stairwells will be assigned to be used by certain cohorts of students and their teachers.

We are fortunate to have three different entrances to our buildings, located on Court Street, Bergen Street, and Dean Street. Students from different programs will enter and exit the school through these three different entrances and the arrival and dismissal times for different programs will be staggered. Students in the Middle School program, Twos program and Preschool classroom 4 will enter and exit through the Bergen Street entrance, Preschool classrooms 1-3 and Lower Elementary will enter and exit through Court Street entrance, and Kindergarten and Upper Elementary will enter and exit through the Dean Street entrance. Faculty and Staff will also use the Bergen Street entrance to enter and exit the buildings.

Inside, the classroom work areas for students will be arranged to ensure that each student has sufficient space around them to accomplish their schoolwork, and maintain social or physical distancing requirements to the extent possible. This may be accomplished through the use of shelving units and marked spaces on the floors. We are developing a plan to ensure that students have access to all of the instructional materials that would normally be shared freely by students in the classroom to ensure that those materials are available to students for instruction but also are properly disinfected between uses. We will also provide the necessary school supplies such as work rugs, pencils, scissors, etc. and chromebooks or laptops as developmentally appropriate to each student individually to keep in their work area so that they have the supplies they need to complete their work.

In terms of other areas of the school, we will restrict access to larger communal spaces such as the Conference Room and Staff Lounge to discourage congregation and maintain social or physical distancing requirements. Certain areas of the school will be designated as places where teachers can take breaks observing social or physical distancing guidelines.

PPE and Face Coverings

Students

Students (Preschool through 8th grade) are required to wear appropriate face coverings (unless an accommodation based on the student's individual circumstance is necessary) . Appropriate face coverings are defined as homemade sewn, quick cut, or surgical masks that cover the mouth and the nose.

Students enrolled in the Twos program will be strongly encouraged to wear appropriate face coverings. All students are required to wear face coverings during arrival and dismissal time and when moving throughout the building. Students will be required to bring a clean face covering to school every day. Students will be allowed to remove face coverings in the following situations only:

- During meal times
- For short breaks outside (as long as 6 feet of physical distance is maintained on all sides)

Students are encouraged to use their own appropriate face covering. Any student who does not arrive at school with an appropriate face covering will be provided with a disposable paper face covering to wear for the day.

Faculty, Staff and Other Individuals

Faculty, Staff, and other individuals are required to wear an appropriate face covering at all times while in the school building. BHMS will provide, at no cost to Faculty & Staff, an acceptable face covering and a face shield, if requested, which will be maintained by the employee. Disposable paper face coverings are also available in the event that a face covering is lost, soiled, or damaged during the day. Face coverings can be removed in the following situations only:

- During meal times
- When an individual is the sole occupant of an office or space that is not accessible by other individuals.

The school nurse will instruct faculty, staff, and students in the proper procedure for wearing and disposing of face coverings.

Operational Activity

As stated above, many spaces on the BHMS campus will be reconfigured to promote the health and safety of all individuals by reducing the numbers of students and individuals in classrooms and other areas of the school. Student schedules have been adjusted to allow for fewer transitions and the cohorting of students. A variety of schedules have been created to allow for differing amounts of in-person and remote instruction based on student age and developmental appropriateness. Shared outdoor spaces will be scheduled so that all students have opportunities to be outdoors (weather permitting).

Cohorts and Program Locations

Students will be assigned to cohorts in order to reduce class size and limit in-school interaction with other students. Cohorts will generally be limited to 8-15 students (except in the case of Middle School where a cohort may be 17 students). Cohort groups of students will not intermingle or interact with students from other cohorts. Cohort assignments will not be changed during this time.

In order to accommodate these smaller cohorts, we will relocate certain groups of students to other areas in the school as follows:

All Twos/Preschool/Kindergarten cohorts will be located on the first floor and will be comprised of eight cohorts

- Two-year-old students will be split into 2 cohorts who will attend class on either a three-day schedule (Mon-Wed) or a two-day Schedule (Thurs-Fri).
- PK3/PK4 students will be split into 4 cohorts of mixed aged students in their assigned classrooms and will attend four-and-a-half days a week.
- Kindergarten students will be in a single cohort located in the Firehouse and will attend four-and-a-half days a week.

All Lower Elementary cohorts (First through Third grade) will be located on the second floor, occupying the Lower Elementary and Upper Elementary space and will comprise six cohorts. Each of the three classrooms will be split into two cohorts (one cohort for in person learning and one cohort for remote learning) that will attend classes four-and-a-half days a week.

Upper Elementary cohorts (Fourth through Sixth grade) will be located in the Middle School suite and the 3rd floor VAPA suite and will be comprised of 6 cohorts (one of which will be fully remote). Each of the three classrooms will be split into two cohorts. In-person students will attend four days a week, with the fifth day remote.

Middle School cohorts will be located on the 4th floor in the Gymnasium and will be comprised of two cohorts (one 7th grade and one 8th grade). The 7th grade cohort will attend in-person classes on Monday and Wednesday and attend remote classes on Tuesday, Thursday and Friday. The 8th grade cohort will attend in-person classes on Tuesday and Thursday and attend remote classes on Monday, Wednesday and Friday.

Visitors

Access to the school for individuals other than the students, faculty and staff will be extremely limited. In-person visitors to the building (including parents) will be limited to absolutely necessary visits only and will require advance notification and scheduling. BHMS will temporarily suspend all use of our facilities by outside entities.

Field Trips

Field trips and overnight trips (other than short walking excursions in the neighborhood and outdoor classes held in Van Voorhees Park) will also be suspended at this time.

Community Events

BHMS will also temporarily suspend all in-person congregate or community events. Community is at the heart of the BHMS school experience and we will work with all of our community members, faculty, staff, students, and parents to reimagine our community events in virtual form.

Restart Operations

Our BHMS building was closed during quarantine except for when it was necessary for our facilities team to respond to an emergency situation. A COVID-19-level cleaning was also performed throughout the building. When NYC entered Phase 1 of reopening, the building was reopened, and facilities staff and other staff have had access. The buildings are cleaned nightly by an outside janitorial service. All building systems and key components are constantly being monitored and will be re-evaluated prior to reopening and appropriate maintenance will be performed. The cleaning and disinfection protocols and procedures for the building spaces are in place as of the creation of this plan.

In addition, BHMS has consulted with its HVAC service contractor to evaluate the HVAC systems in all areas and to make modifications as necessary to increase outside airflow into the building as well as filter and condition air throughout the building as supported and indicated by the capabilities of our HVAC system. BHMS will utilize MERV-13 filters as well as installing CO₂ sensors throughout the school for air monitoring purposes.

Hygiene, Cleaning & Disinfection

BHMS will adhere to and promote hygiene, cleaning, and disinfection protocols as set forth by the New York State Department of Health (NYSDOH) and the Centers for Disease Control and Prevention (CDC). We will provide training to all students, faculty and staff on proper hand and respiratory hygiene.

These protocols include:

- Temporarily suspending the use of reusable dishes, cups, and utensils during this public health emergency.
- Instructing individuals on when to wash hands
- Instructing individuals on how to wash hands
- Instructing individuals on proper respiratory hygiene and cough etiquette

The school nurse will take a lead role in working with the community on all proper hygiene and hand washing instruction. Students and faculty and staff will wash their hands at the start and end of the school day, before and after eating, after toileting, and frequently throughout the school day. Signs will be posted throughout the school to remind and inform individuals regarding proper hand washing protocols.

Routine Cleaning

Routine cleaning is the everyday cleaning practice that BHMS uses to maintain a healthy environment. Surfaces frequently touched by multiple people, such as door handles, bathroom surfaces, and handrails, will be cleaned with soap and water or another detergent at least daily when facilities are in use. More frequent cleaning and disinfection may be required based on level of use. Brooklyn Heights Montessori School will use cleaning agents [identified by the Federal Environmental Protection Agency and NYC Department of](#)

[Environmental Conservation as effective against COVID-19](#). Cleaning and Disinfection of all facilities will be conducted as per the schedule below.

All outdoor areas, such as the roof playground, the outdoor classroom and the terraces will be cleaned routinely.

Cleaning and Disinfection Schedules	
Area of the School	Frequency
Entire Facility	Daily
Restrooms	4 times daily (and as needed)
High Touch Surfaces <i>Tables, Doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.</i>	Before and after use
Any Space Where an Infected Person Has Visited	Per the guidelines outlined below in the section titled Hygiene, Cleaning & Disinfection

We have upgraded our outside cleaning service to a higher level of cleaning, installed plexiglass shields in our reception area, installed touchless sink and toilet fixtures, and have hand sanitizer stations located throughout the school.

Extracurriculars

During this time, BHMS will temporarily suspend all athletic and other extracurricular activities. Any athletic or extracurricular activities will be delivered virtually.

Before and After Care

During this public health emergency, BHMS will temporarily suspend all before and after care (MAP) services.

Vulnerable Populations

Policy Regarding Vulnerable Students, Faculty & Staff¹

BHMS complies with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) and accordingly will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of their job. BHMS will also work with members of the faculty and staff with respect to their individual circumstances concerning returning to an in person educational environment.

Students who are defined as vulnerable individuals or who have immediate family members who fall into this category will be accommodated for remote learning on a case by case basis in close consultation with the program head and a learning specialist.

Transportation

BHMS does not utilize school busses for student transportation to and from school.

¹ [Centers for Disease Control & Prevention: People Who Are at Increased Risk for Severe Illness](#)

Food Service/Meals

BHMS does not provide food service for our student or faculty and staff populations. Students and faculty and staff members bring their own lunches and snacks to school. During meal times, individuals must maintain 6 feet of space in all directions. Individuals may remove face coverings to eat during meal times.

Mental Health, Behavioral, and Emotional Support Services and Programs

BHMS employs a school psychologist, available to all students, faculty and staff, as well as two learning specialists to support students with learning differences or disabilities. The social emotional learning and well being of all members of our community are important parts of the curriculum and experience at BHMS and are a consideration in everything we do. We understand the importance of meeting the mental health, behavioral and emotional needs of students, faculty, and staff more than ever and are formulating a plan to support all, including families during this pandemic. In addition, members of the faculty and staff are engaging in professional development this summer to enhance their skills in this area.

Communication

Brooklyn Heights Montessori School will inform stakeholders and community members (including administrators, faculty, staff, students, parents/guardians, the NYC Department of Health, the NY State Department of Health, and the NY State Department of Education) of decisions about health and safety and operations of the school.

BHMS will employ the following means to communicate with families regarding daily operations, training on health and safety matters (i.e., hand hygiene, proper face covering, physical distancing, and respiratory hygiene):

- A special COVID-19 Plan & Reopening section of our website where this and other important information and resources can be found including an archive of communication and resources for helping families educate students about the requirements of returning to in-person instruction
- Email - to communicate general and regular non-urgent messages to the community
- SMS Text Messages to relay any urgent messages to the community
- Canvas (our Learning Management System) to communicate academic schedules and information related to classroom work

MONITORING

Protocols and procedures to track health conditions at school

Screening

Faculty and Staff

On a daily basis, prior to arrival at school, all employees will self screen for COVID-19 Symptoms via the Magnus Health App and answer the screening questions developed in accordance with associated CDC Recommendations regarding COVID-19 symptoms. These screening questions may change from time to time as the CDC modifies their guidance. Information collected during this process is confidential and will only be shared (if necessary) with the Head of School, Director of Finance and Operations as designated human resources representative, Director of Risk Management as designated COVID-19 safety coordinator, and the School Nurse.

Faculty and Staff will be subject to additional screening checks upon entry including temperature checks conducted by a trained employee or the school nurse.

Visitors to the school will be limited to absolutely necessary visits only. All visitors will be screened and temperature checked upon entry. **Advanced notification is critical to helping the visitor understand the**

procedures for entry so that they can pre-screen themselves prior to arrival and bring the necessary documentation.

Parents & Students

On a daily basis prior to arrival at school, all families will self screen each of their children via the Magnus Health App and answer the screening questions developed in accordance with associated CDC recommendations regarding COVID-19 symptoms. These screening questions may change from time to time as the CDC modifies their guidance. Information collected during this process is confidential and will only be shared (if necessary) with the Head of School, Director of Finance and Operations as designated human resources representative, Director of Risk Management as designated COVID-19 safety coordinator, and the School Nurse.

Students will be subject to additional screening and temperature checks upon entry conducted by a trained employee or the school nurse.

Testing Protocols

Individuals will be encouraged to consult with their primary healthcare provider for referral for diagnostic testing for COVID-19. Individuals without a primary healthcare provider can consult the [NYC COVID-19 Testing Information Site](#) for testing information and locations. All individuals are encouraged to get tested for COVID-19. Individuals who are symptomatic, or those who have come into close contact with someone who is suspected or confirmed to have COVID-19 are required to quarantine for 10 days from the date of last contact with suspected or confirmed infected individuals. In addition, those who have travelled internationally or to a state listed in the [New York State Travel Advisory](#) are also required to quarantine for 14 days from the date of last international travel or travel within such designated state as well as have a negative COVID-19 diagnostic test result prior to returning to school in-person.

BHMS conducts COVID-19 surveillance testing of all community members who are in-person on a regular basis. Community members are broken down into four testing groups 1A, 1B, 2A, and 2B. Groups 1A and 1B are tested on week one of the schedule and Groups 2A and 2B are tested on week two of the schedule. The school utilizes Mirimus Labs to conduct the testing on individual samples that are collected at home and processed for pickup by the lab at school. No information regarding the identity of the persons who provide the samples for testing is ever transmitted to the Lab by the school. Consult the [BHMS Community COVID-19 Pool Testing Calendar](#) for the testing schedule.

Testing Responsibility

Every community member who is in-person (attends school in-person or works in-person) must be tested according to their assigned community pool testing group assignment. Failure to do so will preclude the individual from entering the school building.

Testing outside of the regular pool testing may be required by the school in certain instances. Individuals should consult with the school nurse for referral to testing locations throughout the city.

Early Warning Signs

The school will continue in-person learning in line with the New York State Department of Health's Micro-Cluster Strategy. The "Micro-Cluster" strategy employs a three-zone approach to identifying areas of concern or focus areas within the state intended to combat the spread of COVID-19. Information regarding the NYS Micro-Cluster strategy can be found at <https://forward.ny.gov/>. Additionally, BHMS will work closely with the NYC and NYS Departments of Health to monitor the infection rate of the BHMS community and will act on

their guidance along with the guidance and recommendations of our medical advisory team in our decision-making processes.

COVID-19 Medical Advisory Team

BHMS will establish a COVID-19 Medical Advisory Team consisting of at least one medical doctor, the School Nurse, the Head of School, the Director of Risk Management, and the Director of Finance and Operations that will meet at least weekly to review school-specific infection rate data to aid in data-driven decision making regarding early warning signs and school closure.

CONTAINMENT

School Health Office

The school's health office includes a consultation space as well as a separate quarantine space. The quarantine space will be used to separate students, faculty, or staff who develop COVID-19 symptoms during the school day until they can go home or be picked up by a designated contact. The quarantine room allows for visual supervision of symptomatic students by a staff member who is physically distanced.

Isolation

Individuals who screen positive on arrival or become symptomatic at school will immediately be escorted to the nurse's office and placed in the quarantine room. The school nurse will have appropriate PPE for her use in caring for any individuals.

Collection of Symptomatic Students

The school nurse will reach out to the parents and emergency contacts of students who develop symptoms of COVID-19 during the school day. Students will be required to be picked up from the school as soon as possible.

Positive Screening Protocols

Individuals who screen positive for COVID-19 exposure or symptoms at the school, will be immediately sent home with instructions to contact their health care provider for assessment and testing.

If an individual develops symptoms of COVID-19 during the school day, they will immediately be separated from others and brought to the school nurse until they can go home or their parent, guardian, or emergency contact can pick them up from school. An assessment will be conducted in consultation with the school nurse and the Department of Health to determine a course of action for those who were in close contact with the individual who screened positive.

BHMS **requires** individuals to **immediately** disclose if and when their responses to screening questions changes, such as if they begin to experience symptoms, including during or outside of school hours. Individuals should contact the school on the special hotline setup for this purpose at (929) 359-7135.

Return to Work/School After A Positive COVID-19 Test or Screen²

Prior to an individual being allowed to return to work or school they must meet the criteria listed below per the specifics of the individual's situation. Discharge from isolation or quarantine will be coordinated with the NYC Department of Health.

For Individuals Who Screened Positive for COVID-19 Symptoms

There are three pathways for return to work after a positive screening for COVID-19 symptoms, they include:

² Based on [CDC Guidelines](#), [NYS DOH Health Advisory: Quarantine for Persons Exposed to COVID-19](#), and [NYS DOH Health Advisory: Symptom-Based Strategy to Discontinue Home Isolation for Persons with COVID-19](#)

Pathway 1: Get Tested for COVID-19 & Positive PCR Test Result. Individual can return to work/school AFTER:

- Completing a 10-day isolation from the date that symptoms began. For positive tests in asymptomatic individuals, the isolation begins on the date COVID test was collected **and**
- Symptom and fever free for 72 hours (without the use of fever reducing medicine **and**
- Completion of the BHMS Return to Work/School Form (found in the parent or faculty/staff portals)

Pathway 2: Get Tested for COVID-19 & Negative PCR Test Result. Individual can return to work/school AFTER:

- Complete a 10-Day Quarantine
- Received a negative COVID-19 PCR Test Result*
- No Symptoms and fever free (<100.0) for 24 hours without fever reducing medication

Pathway 3: Alternative diagnosis for individuals who have a temperature of above 100.0 and/or 100.0 exhibit symptoms suggestive of non-COVID-19 illness. Individual can return to work/school AFTER:

- Received a negative COVID-19 PCR Test Result*
- Symptoms are consistent with diagnosis
- No Symptoms and fever free (<100.0) for 24 hours without fever reducing medication
- Negative PCR test
- Clearance from a healthcare provider using the BHMS Return to School/Work form indicating an alternative diagnosis

For Individuals Who Screened Positive for Close or Proximate Contact With A Person Who Tested Positive for COVID-19 With OR Without Symptoms

The New York State Department of Health considers a close contact to be someone who was within 6 feet of an infected person for at least 10 minutes starting from 48 hours before illness onset until the time the person was isolated.

- At least 10 days since symptoms first appeared or 10 days since last contact with infected person***
and
- At least 72 hours with no fever (without the use of fever-reducing medication) **and**
- Symptoms are resolved **and**
- Negative COVID-19 test results after day 7 of quarantine*

For Individuals Who Tested Positive for COVID-19

Individuals can return to work or school AFTER:

- At least 10 days of isolation since the first positive test results **and**
- At least 72 hours of no symptoms **OR** clearance and documentation from a healthcare provider if symptoms persist after day 10 **and**
- Release from isolation

Employees will provide documentation required for return to work to the Director of Finance and Operations as the designated human resources representative prior to their return.

Students and Families will provide documentation required for return to school to the school nurse prior to their return.

In the absence of a negative COVID-19 PCR test result, individuals will be considered COVID-19 positive per NYS DOH guidelines.

**Rapid tests cannot be used for the diagnosis of COVID-19. Individuals must have PCR tests performed.*

****If exposed individual lives in the same household and cannot isolate away from the positive person, their quarantine period would start AFTER the isolation period of the positive household member ends.*

Post-Vaccine Symptom Protocol

For individuals who experience the following symptoms within 3 days of receiving a COVID-19 vaccine: cough, shortness of breath, runny nose, sore throat, loss of taste or smell, fever, nausea, vomiting, or diarrhea, the individual must remain home and follow the protocol for individuals who screened positive for COVID-19 Symptoms.

For individuals who experience the following symptoms within 3 days of receiving a COVID-19 vaccine: fatigue, headache, chills, muscle or joint pain, the individual should remain home until symptoms resolve. If symptoms last longer than two days, the individual should follow the protocol for individuals who screened positive for COVID-19 Symptoms.

Hygiene, Cleaning & Disinfection

When it is discovered that a person has been sick or is diagnosed with COVID-19 and they have been in the facilities for more than 10 minutes, the following procedures will be used:

- Close off areas used by the person who is sick
 - It is not necessary to close operations, if the affected areas can be closed off
- Open outside doors and windows to increase air circulation in the area
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not feasible, wait as long as possible
- Clean and disinfect all areas used by the person who is sick, such as offices, bathrooms, common areas, shared electronic equipment like tablets, touch screens, keyboards, remote controls
- Vacuum the space if needed. Vacuums will be equipped with high-efficiency particulate air (HEPA) filter, if available
 - Rooms will be vacuumed when the room or space is empty, such as at night, for common spaces, or during the day for private rooms
 - Room fans and the central HVAC system that services the room or space will be temporarily turned off, so that particles that escape from vacuuming will not circulate throughout the facility
- Once area has been appropriately disinfected, the area will be opened for use
 - Students or employees without close contact with the person who is sick will be able to return to the space immediately after disinfection
- If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary and we will continue routine cleaning and disinfection.

Contact Tracing

Contact tracing is the process of contacting all people who've had contact with someone who tested positive for COVID-19. The Director of Risk Management and the school nurse have been trained using an [approved course](#) related to contact training in order to assist the NYC and NYS Departments of Health in their contact tracing efforts.

Communication

See communication plan and procedures listed above.

In addition:

- Faculty and Staff will be required to report any positive COVID-19 cases or COVID-19 exposure in their immediate household to the Director of Finance as the designated human resources representative.
- Families will be required to report any positive COVID-19 cases or COVID-19 exposure in their immediate household to the Director of Risk Management as the designated COVID-19 Safety Coordinator at (929) 359-3159.

CLOSURE

Contingency plans, protocols, and procedures for decreasing the scale of in-person education, and/or closing the school

Closure Triggers

Increased community infection rates or an increased number of quarantine or isolation cases may warrant reducing in-person instruction or the closure of the school. These decisions will be made in close consultation with the NYC Department of Health and the NYS Department of Health.

Operational Activity

In the case of a move to close the school and transition to remote learning, a period of transition will take effect to allow faculty, staff, and students to make any needed adjustments and preparations. At that time the school will determine which operations will be decreased and moved to a remote status that will be based on the health and safety of its community members.

Communication

See communication plan and procedures listed above.

CONCLUSION

Although we are submitting the plan at this time, we continue to work on policies and procedures necessary to protect the health and safety of all of our community members. We anticipate that the further release of guidelines from both New York City and State will result in further updates and we will file a revised plan at that time.

Respectfully submitted,

Stephanie Flanigan, Head of School

Chris Koble, Director of Risk Management and Designated COVID-19 Safety Coordinator

Robin Walker-Randolph, Director of Finance & Operations and Designated Human Resources Representative

On behalf of Brooklyn Heights Montessori School