

Breakthrough Montessori Addendum to Family & Employee Handbooks

COVID-19 Mitigation and Policies

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Introduction

The health and safety of Breakthrough staff, children, and families is our top priority. To protect our school community, Breakthrough follows a number of policies specific to COVID-19.

All of these policies are in effect until further notice.

Unless otherwise specified within this addendum, community spread levels are determined by DC Health (per CDC guidelines), and are tracked [here](#).

This addendum is the authoritative source for Breakthrough's COVID-19 mitigation & response policies and supersedes any document previously published by the school. Wherever there is a discrepancy or conflict between the policies contained in this addendum to the Family & Employee Handbooks and prior versions of the Family & Employee Handbooks, this document shall take precedence.

Breakthrough must be flexible and nimble in responding to new information, and we will refine our approach when new information becomes available or when we observe that specific policies are not working.

We will circulate this addendum to the school community anytime a policy or procedure is amended.

Please direct any questions regarding this policy to the executive director. Government and public health guidelines and restrictions regarding COVID-19 and COVID-19 testing are subject to change. As such, the School reserves the right to modify this policy at any time in its sole discretion to adapt to changing circumstances and School needs.

Responding to Symptoms

At any level of community spread, Breakthrough Montessori encourages students, parents/guardians, staff, and visitors to monitor themselves for symptoms.

Per our Illness policy (see Family Handbook), students, staff, and visitors must stay home if they have any of the following symptoms:

1. Fever (subjective or 100.4 degrees Fahrenheit and above)
2. Nausea/Vomiting
3. Diarrhea
4. New or worsening cough
5. Shortness of breath/difficulty breathing
6. New loss of taste or smell

If a student exhibits/reports any of the following symptoms while at school, the school nurse will call the family and, depending on the number and severity of symptoms, may require that the student be dismissed from school. If staff members exhibit/report any of the following symptoms while at school, they must communicate with their supervisor to determine if they should be dismissed from school. If visitors exhibit/report any of the following symptoms while at school, they should leave campus and reschedule their visit.

1. Chills
2. Muscle or body aches
3. Headache
4. Sore throat
5. An unusual amount of tiredness
6. Runny nose or congestion

Pre-existing conditions: Some students or staff members may have pre-existing conditions that manifest as the symptoms associated with COVID-19. In this case, the individual must provide written documentation from a health care provider. The documentation must specify the symptoms associated with the individual's pre-existing condition and note if the symptoms manifest in specific circumstances (e.g. an individual with asthma may cough during or after physical activity; an individual with seasonal allergies may cough and sneeze during specific times of the year). The documentation must furthermore include the health care provider's assessment that the student or staff member should not be excluded from in-person activities based on the symptoms associated with their pre-existing condition.

Cohorts and Physical Distancing

	LOW Community Spread	MEDIUM Community Spread	HIGH Community Spread
<p>Cohorts</p> <p><i>For the purpose of this policy, a “cohort” is defined as a class.</i></p>	<p>Students from different cohorts are allowed to mix during before care, recess, nap time, after care, while on the bus, or during any other approved program/activity of BMPCS.</p> <p>Cohorts use their designated bathroom.</p> <p>In general, staff remain with their assigned cohort. However, staff may move around to other cohorts in order to provide adequate coverage for safe school operations.</p>	<p>Students from different cohorts are allowed to mix during before care, recess, nap time, after care, while on the bus, or during any other approved program/activity of BMPCS.</p> <p>Cohorts use their designated bathroom.</p> <p>In general, staff remain with their assigned cohort. However, staff may move around to other cohorts in order to provide adequate coverage for safe school operations.</p>	<p>To the furthest extent possible, students from different cohorts do not mix at all.</p> <p>Cohorts use their designated bathroom.</p> <p>In general, staff remain with their assigned cohort. However, staff may move around to other cohorts in order to provide adequate coverage for safe school operations.</p>
Physical Distancing	Physical distancing not required.	Physical distancing not required.	<p>Students maintain 3 feet of distance from one another (6 feet while napping or eating).</p> <p>Students use designated doors for arrival/dismissal.</p>

Masking

LOW <u>Community Spread</u>	MEDIUM <u>Community Spread</u>	HIGH <u>Community Spread</u>
<p>In general, students, staff, and visitors are not required to wear a mask. Masking required under the following circumstances:</p> <ol style="list-style-type: none"> 1. An individual develops symptoms while at school and is awaiting dismissal. 2. An individual tests positive while at school and is awaiting dismissal. 3. Individuals returning from isolation due to a positive test result, for the remainder of the 10 days from the start of their isolation. 4. All students and staff in classrooms that experienced a COVID-19 exposure. 5. At the discretion of School leadership, masks may be required at large in-person events at the school. 	<p>In general, students, staff, and visitors are not required to wear a mask. Masking required under the following circumstances:</p> <p>All circumstances listed under low community spread.</p> <p>Indoors for individuals who are immunocompromised</p> <p>Indoors for individuals who are at a higher risk of severe illness due to COVID-19.</p>	<p>Universal mask mandate.</p> <p>Accommodation provided for students for whom wearing a mask mandate poses a medical or developmental contraindication.</p>

The school will keep a supply of PPE, including masks.

In accordance with the Americans with Disabilities Act, Breakthrough will consider reasonable modifications to this mask policy so that persons with disabilities can participate in, or benefit from, the activities and programs of Breakthrough Montessori Public Charter School.

Breakthrough reserves the right to introduce a universal mask mandate, either in response to a surge in COVID-19 cases (at the citywide level or school level) or as a preemptive measure ahead of an anticipated surge.

Handwashing

Across all levels of community spread, Breakthrough students and staff practice frequent, proper handwashing with soap for at least 20 seconds, especially:

- Before and after eating
- Before and after recess
- After using the restroom
- After blowing noses, coughing, and sneezing

Hand sanitizer is available throughout the building for use by students, staff, and visitors.

COVID-19 Testing

	LOW <u>Community Spread</u>	MEDIUM <u>Community Spread</u>	HIGH <u>Community Spread</u>
Surveillance Testing	Breakthrough Montessori will not conduct weekly surveillance testing.	Breakthrough Montessori will not conduct weekly surveillance testing.	At the discretion of School leaders, Breakthrough may institute weekly surveillance testing.
Test to Return	In general, students and staff are not required to submit a negative test result prior to returning after a school break.	In general, students and staff are not required to submit a negative test result prior to returning after a school break. At the discretion of School leaders, Breakthrough may require Test to Return in response to a documented surge in COVID infections or ahead of an anticipated surge.	Students and staff are required to submit a negative test result prior to returning after a school break.
Test to Stay	In general, students and staff are not required to submit a negative test result following a positive case identification in their classroom. Masking is required for all staff and students following a positive case identification.	In general, students and staff are not required to submit a negative test result following a positive case identification in their classroom. Masking is required for all staff and students following a positive case identification.	Following the identification of a positive case, all students and staff in the same cohort will submit a maximum of 3 antigen test results over the course of 7 days following the positive case identification.

			Students are exempt only if they have tested positive for COVID-19 in the preceding 90 days.
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General Testing Considerations:

- Breakthrough will guarantee rapid antigen tests to all students whose families experience barriers to accessing tests elsewhere. Breakthrough will direct families who do not experience barriers to DC COVID Center where testing materials are available free of charge.
- Breakthrough will only provide families with rapid antigen tests in response to a school-based exposure.
- Breakthrough’s testing protocols will comply with all applicable laws and is based on guidance from the Centers for Disease Control and Prevention, local health authorities, and the Office of the State Superintendent of Education as applicable.
- Families and staff will be notified by School leadership via electronic mail or other means as to the need to receive a COVID-19 test, along with its purpose and date to be conducted. Testing may be conducted at home. Families and staff wishing to take a test elsewhere may do so as well, provided the test result is reported per the procedures set forth by the School.
- Immediately upon receipt of a negative COVID-19 test with documentation, the student and staff member is eligible to return to the school building.
- Any individual who receives a positive test result from either a PCR or antigen test may not enter the building and must follow quarantine guidelines for positive cases.
- If a student or staff has a disability or extenuating circumstance that inhibits their ability to comply with this policy, reasonable accommodations will be made as needed. Staff members or families seeking reasonable accommodations should contact the executive director to request a COVID-19 Testing Accommodation form and submit it to the executive director for each instance.
- Any student who does not require a reasonable accommodation and who does not comply with this policy may not enter Breakthrough’s facility until they quarantine for 5 days, or produce a negative test result.

COVID-19 Vaccines

Vaccination is the most important public health intervention for ending the COVID-19 pandemic. The COVID-19 vaccine is highly effective at preventing severe illness, hospitalization, and death. Everyone ages 6 months and older is currently eligible to be vaccinated.

Per the Mayor's Order, all staff, contractors, and volunteers at Breakthrough must be fully vaccinated against COVID-19.

Per OSSE regulations, students who are 12 years of age and older must receive the COVID-19 vaccine. Students who are currently 12 years of age or older have until September 16, 2022 to start receiving the primary COVID-19 vaccine series. Non-compliant students ages 12 years and older will have an additional 20-school day period after notification to comply before exclusion.

Breakthrough is strongly encouraging eligible students and family members to receive a COVID-19 vaccine.

Cleaning and Disinfecting

The school will regularly clean, disinfect, and sanitize surfaces, toys, and materials per [District guidance on cleaning and disinfecting](#) and the [CDC's Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Schools, and Homes](#).

The school will adhere to the following:

- Breakthrough will retain a contract with a janitorial company for regular cleaning, sanitizing, and disinfecting of the school's facilities.
- Breakthrough administration, in consultation with the school's janitorial company, will develop and implement a schedule for routine (and, if necessary), increased) cleaning, disinfection, and sanitization.
- Janitorial staff will routinely clean and disinfect surfaces and objects that are frequently touched. This includes cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops, water dispensers).
- When using disinfectants, the manufacturers' instructions must be followed, including duration of dwell time, use of personal protective equipment (if indicated), and proper ventilation.
- For all cleaning, sanitizing, and disinfecting products, the janitorial staff will follow the manufacturer's instructions for concentration, application method, contact time, and drying time before use by a child. The janitorial staff will ensure safe storage of all cleaning products. The janitorial staff will clean dirty surfaces with detergent or soap and water before disinfection.
- Janitorial staff will use EPA-approved disinfectants against SARS-CoV2 (COVID-19).
- Janitorial staff will only use products labeled as "safe for humans and the environment."
- All Breakthrough staff members are assigned cleaning responsibilities relevant to their work environment (classroom, office, front desk, etc.)
- Staff are encouraged to practice hand hygiene following the use of shared space and technology.
- Classroom materials will be cleaned periodically or as needed.
- Classroom materials that have been in children's mouths or soiled by bodily secretions must be immediately set aside to be cleaned by a staff member wearing gloves.
- Cots will be cleaned between use by staff members.
- Bedding provided by the family must be individually labeled and stored in the child's cubby.
- Children should not participate in disinfecting activities. Most disinfecting products are not safe for use by children, whose "hand-to-mouth" behaviors and frequent touching of their face and eyes put them at higher risk for toxic exposures.

- Breakthrough Montessori will ensure campuses have MERV 13 or higher air filters installed.
Breakthrough Montessori will ensure each classroom and common area has an InvisClean UV-C purifier.

Schedule for cleaning

		Daily & as needed	Daily	Monthly
Classroom	Floors of classrooms		x	
	Student desks, chairs	x		
	Walls			x
	Montessori materials, books, etc.	x		
	Pens, pencils, white board markers, crayons, markers	x		
Hallway/Stairs	Fixtures (switches, knobs, buttons)	x		
	Railings	x		
	Floors of hallways	x		
Office and Common Area	Pens, pencils	x		
	Fixtures (switches, knobs, buttons)	x		
	Chairs		x	
	Copiers, etc.	x		
Bathrooms	surfaces	x		
	floor	x		
	Fixtures, handles, switches, faucets	x		

Visitors

LOW <u>Community Spread</u>	MEDIUM <u>Community Spread</u>	HIGH <u>Community Spread</u>
<p>Visitors are allowed at Breakthrough Montessori, provided they are not experiencing symptoms.</p>	<p>Visitors are allowed at Breakthrough Montessori, provided they are not experiencing symptoms.</p> <p>At the discretion of School leaders, proof of vaccine and/or a negative antigen test may be required for visitors.</p> <p>Visitors may not enter classrooms with recent positive case identification.</p>	<p>Breakthrough will not permit non-essential visitors to enter campus.</p>

The administrators of Breakthrough reserve the right to grant or deny access to the interior of the building to visitors.

Exclusion, Dismissal and Return

Student of staff member with:	Criteria to Return
1. COVID-19 symptoms	<p>Note: Criteria below represent standard criteria to return to care. In all cases, individual guidance from DC Health or a healthcare provider would supersede these criteria.</p> <p>Recommend the individual seek healthcare guidance to determine if COVID- 19 testing is necessary.</p> <ul style="list-style-type: none"> ● If the test is negative, may return after symptoms improve. ● If the test is positive, see #2. <p>If the individual does not test:</p> <ul style="list-style-type: none"> ● Submit documentation from a healthcare provider of an alternate diagnosis, and meet standard criteria to return after illness; OR ● At least 24 hours after the fever has resolved without the use of fever-reducing medication and symptoms have improved; AND at least 5 days from when symptoms first appeared.
2. Positive COVID-19 Test Result	<p>May return after:</p> <ul style="list-style-type: none"> ● Five (5) days of quarantine, AND ● At least 24 hours after the fever has resolved without the use of fever-reducing medication <p>Regardless of whether symptomatic or asymptomatic, individuals who test positive for COVID-19 MUST wear a mask for a full 10 days after symptoms onset or date of positive test collection.</p>
3. Close Contact of an Individual with Confirmed COVID-19	<p>May return:</p> <ul style="list-style-type: none"> ● Immediately, provided they are not experiencing symptoms, provided they mask for 5 days following exposure. <p>Close Contact defined as: Someone who was within 6 feet of an infected person for at least 15 minutes over a 24-hour period, starting 2 days before illness onset (or for asymptomatic infected people, 2</p>

	days prior to positive test collection) until the time the infected person is isolated.
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Communication & Reporting

To ensure a clear and efficient process for communication, the school has identified Emily Hedin as the internal COVID-19 point of contact (POC). This person is responsible for ensuring the below steps are followed in the event of a confirmed case of COVID-19:

- As soon as possible on the same day the case was reported to the School, Breakthrough must notify staff and families of students who may have been close contacts.
 - School-wide emails will not be circulated after every instance of positive case identification.
- Breakthrough will protect the privacy of individuals when alerting families and staff to a COVID-19 case.
- Breakthrough will communicate this information with staff and families via e-mail, text message and, when necessary, phone calls.
- Breakthrough will inform DC Health if there are 25 or more related COVID-19 cases.

Situational Distance Learning

In the event of a significant surge, Breakthrough Montessori may need to transition individual classrooms, or the entire school, to situational distance learning. If this happens, our goal will be to remain flexible, responsive, and guided by our community's needs.

In the event that Breakthrough Montessori needs to transition to virtual learning, we will pivot for up to ten (10) calendar days.

Breakthrough uses the following data to determine whether a transition to distance learning is necessary:

- Staff availability
- Percent of students/staff in quarantine due to positive COVID-19 infection

During a surge, Breakthrough will review staff availability daily at 4pm. The School will announce its decision for the following instructional day's posture (in-person or virtual) by 8:00 PM ET.

Safe Practices for Zoom During Situational Distance Learning

If circumstances change, and situational distance learning is required, all Breakthrough staff members follow this policy while using online platforms, especially Zoom. We strongly encourage families to follow this policy as well.

1. Do not share the Zoom meeting links, meeting IDs or recordings on any public channel, i.e. websites, social media. Breakthrough staff may share this information only with current students, students' parents and legal guardians, or other staff members at Breakthrough Montessori.
2. Breakthrough advises families to not set up Zoom accounts for children. Breakthrough encourages students to join Zoom meetings by clicking on the link provided for each meeting or entering the meeting ID.
3. Students should not provide their full name as it will appear on their screens. First names and last initial will suffice.
4. The waiting room feature has been enabled on all classroom Zoom accounts. This allows staff members to only permit invited participants into the Zoom meeting. Do not modify this setting without approval from administrators.
5. While file-sharing, chat, screen sharing, and annotation may be appropriate during one-on-one meetings or in small group meetings, they should remain disabled for large group meetings.
6. If a staff member would like to record a lesson shared via Zoom with students present, they should record in "speaker view" with participant cameras turned off. Furthermore, recordings should be saved directly to the staff member's Breakthrough-issued computer and not in the Zoom cloud (the video can later be uploaded to Seesaw or other Breakthrough-approved platforms).
7. Do not take and/or distribute photos of your screen, especially if students' images appear on the screen.
8. By vigilantly following this policy, we can protect our children, families, and staff from Zoombombing (the unwanted intrusion into a video conference call by an individual, which causes disruption). Nonetheless, if you detect or suspect that an uninvited individual has joined the Zoom call, immediately end the call for all participants and contact an administrator. Breakthrough encourages parents to supervise their children's use of Zoom and to immediately close the meeting or computer screen if you detect or suspect Zoombombing.

Attendance During Situational Distance Learning

Breakthrough will record attendance daily for students participation in situational distance learning.

Students must participate in all synchronous learning opportunities in core content areas (math & ELA) and submit at least one asynchronous assignment in order to be considered “present.”

Students can meet the attendance requirement during situational distance learning through the following methods:

- Participation in virtual synchronous instruction in core subject areas (math & ELA)
- Completed assignments submitted via Seesaw after viewing a pre-recorded video
- Completed assignments or work product uploaded to Seesaw
- Photos of completed assignments, activities, or projects uploaded to Seesaw
- Videos of activities uploaded to Seesaw

After five unexcused absences, the Director of Curriculum and Instruction, with support of the school social worker, will contact the family by email and phone to set up a meeting to discuss the student’s attendance.

After ten unexcused absences, the Director of Curriculum and Instruction will notify OSSE and submit a report to the Child and Family Services Agencies, as required by law.