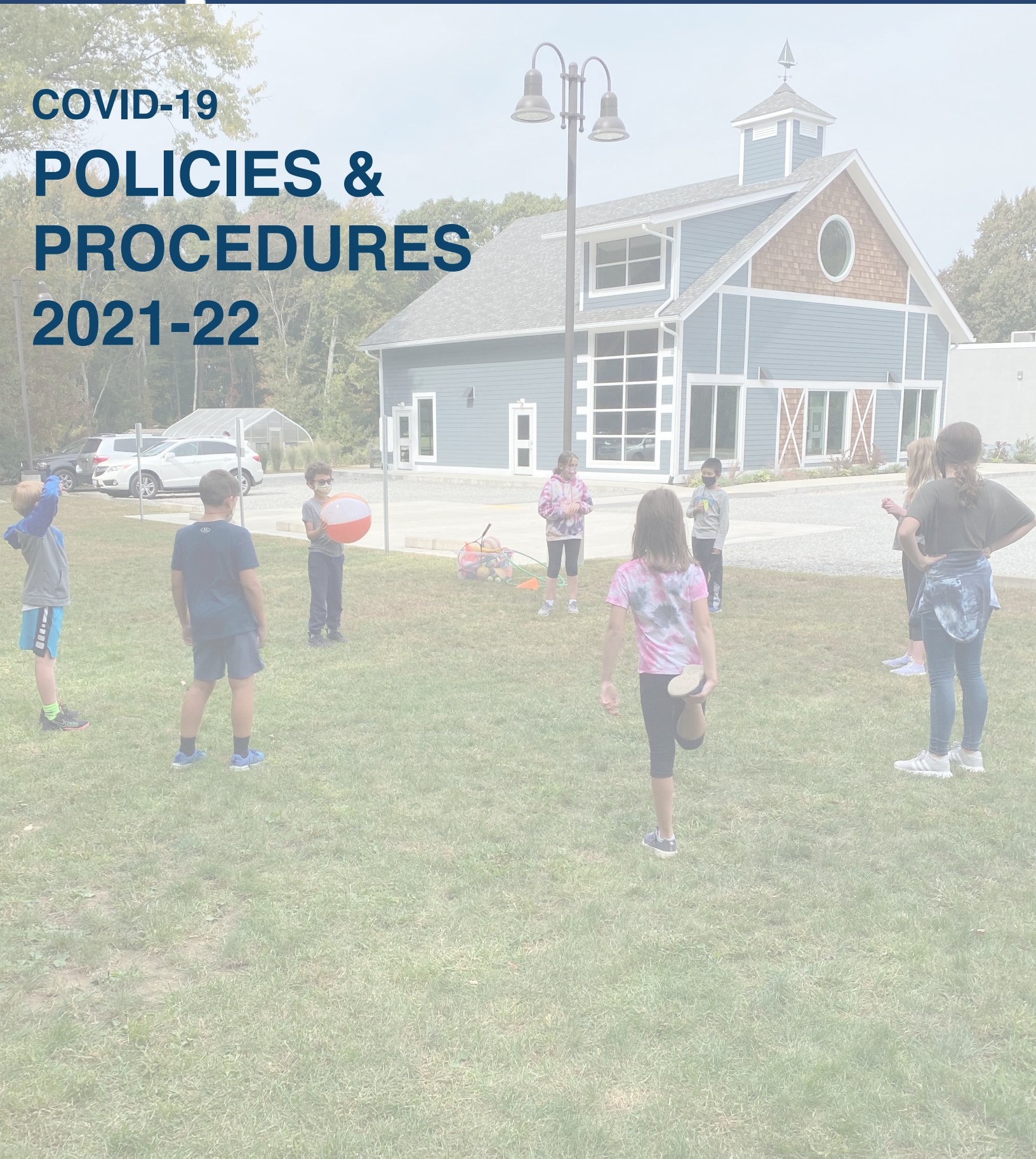


**COVID-19
POLICIES &
PROCEDURES
2021-22**



A letter from the Head of School

Dear Quest Families:

This will be our third school year with COVID-19. Fortunately, all of us have learned a lot along the way and have shown that the Quest community excels at working together toward the common goal of keeping our students and families safe.

You will see that our strategies for mitigating the spread of the virus are almost exactly the same as last year which means our returning students and their families already know what to do and our new students and families will have many great mentors whose example they can follow. The most important thing we can do to keep our children safe and in school is to not bring the virus into the classroom. Unlike last year, when most families spent non-school time at home, this year everything is open. Naturally, this increases all of our chances of being exposed to the virus. With that in mind, please be thoughtful about where and with whom your children spend their time outside of school.

We have asked a lot of each other over the past 18 months or so. Our community has epitomized the philosophy of shared sacrifice at a time when not all are willing to do so. You are teaching your children a life-long lesson about what it means to be a contributing member of a community. I, for one, am very grateful.

Enclosed you will find Quest Montessori's School's COVID Policies and Protocols for the 2021-22 academic year which outlines the steps we have taken to mitigate the spread of COVID-19. It will serve as a resource for you throughout the coming school year and will be updated as needed during this ever changing time.

I am looking forward to another great school year.

Kathy



POLICIES AND PROCEDURES

Masks

- Quest will require universal masking indoors regardless of vaccination status for Elementary students through adults.
- This year, we are asking all Primary students to come to school wearing a mask and to bring a spare or two. Our Primary/Toddler classrooms saw the most absenteeism last year due to colds and other viruses circulating in the classroom. Consistent mask usage should cut down on the number of times your child will need to stay at home or get tested due to having COVID-like symptoms. Teachers will continue to encourage children to keep their masks on during the day but they will not force a child to do so.
- Toddler students do not need to wear face coverings at any time.
- Face coverings do not need to be worn outdoors by any student or staff member if in their stable groups. The exception is arrival time when all students (except Toddlers) will be masked coming into the building.

Children should bring the following to school each day:

- Two face masks
- Face mask holder/lanyard to prevent the mask from having to be put down when on break

If a student forgets their mask, a disposable mask will be provided to them for the day. We ask that families do not rely on the masks provided by the school, as our resources are limited. Masks should be disposed of or cleaned each day.

Staff: All staff members will be provided face masks and face shields by the school. If a staff member forgets their mask, a disposable mask will be provided to them for the day. Staff must properly wash their mask each day or use a different mask and alternate days.

Stable Groups

- Classrooms will remain in stable groups as much as possible while indoors.
- The two Primary classrooms will be considered a stable group and will interact in the outdoor environment, on the playground, in the nap room and barn and during after school.
- The Elementary and Middle School students may be on the playground together at recess.
- Elementary and Middle School after school programs will be considered a stable group.

Bathrooms

- Our Early Childhood classrooms (Toddler and Primary) have their own bathrooms within their classrooms.
- Lower and Upper Elementary and Middle School will each have their own designated bathrooms to use.
- Only one student will be allowed to go to the bathroom at a time.
- Support staff will have a designated bathroom, as well.
- All students and staff shall be masked and will maintain social distancing when traveling to and from the bathroom.

POLICIES AND PROCEDURES

Transportation

Busing: Parents will need to contact their residing town's school transportation coordinator to see if they will

be able to provide busing for their child. Students must be 5 years of age in order to ride the bus. Please find a list of contacts below.

Exeter/West Greenwich/South Kingstown

401-222-5024

Jamestown

401-423-7021

Narragansett

401-792-9440

Westerly

401-348-9430

Arrival and Dismissal

- The drop-off/ pickup schedule is shown below.
- Quest will continue to dismiss Toddler and Primary students at 3:10pm to eliminate the amount of traffic on Boston Neck Road. Those students who have an older sibling in Elementary or Middle School, may dismiss at 3:00 pm with their sibling.
- We ask that parents stick to these times and not come earlier than your pickup time, to again, avoid traffic on Boston Neck Road and to avoid backup in the Quest lot as Toddler and Primary students will not be ready until the listed time.

Class:	Early Drop-off:	Sibling Drop-off / Bus Drop-off:	Normal Drop-off:	Normal Pickup:	Sibling Pickup/ Bus Drop-off:	After School:	Late Pickup:
Toddler	7:30am	7:50am	8:30am	3:10am	3:00pm	4:30pm	5:00pm
Primary	7:30am	7:50am	8:30am	3:10am	3:00pm	4:30pm	5:00pm
LE	—	—	7:50am	3:00pm	3:00pm	4:30pm	5:00pm
UE	—	—	7:50am	3:00pm	—	4:30pm	5:00pm
MS	—	—	7:50am	3:00pm	—	4:30pm	5:00pm

POLICIES AND PROCEDURES

Early Childhood

Teachers will be available to greet each child.

Toddler: Toddler students will be dropped off and picked up at the gate to the outdoor Toddler play area. In the event of inclement weather, parents will need to proceed through the gate to the exterior Toddler classroom door.

Primary: All *returning* Primary students must participate in curbside drop-off. Parents will pull up to the curb and wait in their car until a staff member approaches to let children out of the car. Children should be unbuckled and ready to exit the vehicle when asked. If a child is in a rear-facing seat or the height of the vehicle prevents a safe exit, parent may get out of the car and remove their own child, placing them on the sidewalk so the child can walk to a waiting staff member.

If a child is not ready to exit the car when asked, a staff member may ask the parent to pull forward into a parking space until their child is ready to prevent holding up other cars.

Parents of *new* students may park and walk their child to the main door at the front of the school and drop their child off with a Primary staff member. Parents will not be allowed past the vestibule. As new students transition into the school and become more comfortable, parents will be asked to start curb-side drop-off.

Elementary and Middle School

Elementary and Middle School students must wear masks once they are on school property. In the event of inclement weather, all Elementary and Middle School students will enter through the main entrance of the school.

Lower Elementary: All Lower Elementary students will be dropped off curbside, walk alongside the exterior walkway and enter through the back library doors. All students must be masked while entering and exiting the building.

Upper Elementary: All Upper Elementary students will be dropped off curbside and walk alongside the exterior part of the building and enter through the back library doors. All students must be masked while entering and exiting the building.

Middle School: All Middle School students will be dropped off curbside and enter through the main entrance of the school. All students must be masked while entering and exiting the building.

Screening

Students: All parents must complete the attestation tool located in the Permission Forms module on SchoolCues, prior to arriving at school every day. This includes taking your child's temperature. Staff will check for the completed form prior to letting students get out of cars.

Staff: All staff members must complete self attestation tool prior to entering the building each day.

POLICIES AND PROCEDURES

Sick Policy

If a student presents any of the following symptoms, they will not be admitted that day. Symptoms include:

- Cough
- Shortness of breath
- Fever of 100 degrees or higher
- New loss of taste or smell
- Vomiting

If a student presents any of the following two symptoms, they will not be admitted that day. Symptoms include:

- Chills
 - Muscle or body aches/pain
 - Headache
 - Sore throat
 - Runny nose
 - Congestion
 - Nausea or diarrhea
- Students must provide a negative PCR test to return to school.
 - Staff will monitor for any of the above listed symptoms and take student temperatures throughout the day if deemed necessary.
 - If a student develops any of these symptoms while at school, the student will be isolated from the other children and a parent will need to pick them up immediately. An adult will wait with the child until the parent arrives.
 - Quest reserves the right not to admit a student or to send a student home sick, even in the absence of a fever, and regardless of a note from a doctor.
 - Staff members will be held to the same guidelines and should remain home if they present any of the above symptoms.
 - If a child or adult in a classroom tests positive for COVID-19, Quest will follow the instructions for quarantine outlined in the [RI Outbreak Response Playbook for Schools](#).

Quarantine Guidelines

- Students and staff members, who are fully vaccinated, do not have to quarantine due to COVID-19 exposure unless the close contact is in their household. Proof of vaccination will be required.
- Students and staff members who have tested positive for COVID-19 within the 90 days prior to exposure, do not need to quarantine due to COVID-19 exposure unless the close contact is in their household.
- Students and staff members who are not fully vaccinated must quarantine for 7 days and return to school on the 8th day with proof of a negative PCR test taken 5 days after exposure unless the close contact is in their household.
- Students and staff members who test positive for COVID-19 must isolate for 10 days from the onset of symptoms. Asymptomatic students and staff members must isolate for 10 days from the date the test was taken.

POLICIES AND PROCEDURES

Quarantine Guidelines continued

- Students and staff members must quarantine if a member of their household is being tested for COVID-19 and can return to school when that person receives a negative PCR test. This does not apply to vaccinated students and staff members.

Travel

Unvaccinated students and staff members who vacation in a high transmission area either domestically or internationally must quarantine and schedule a PCR test on the 5th day after arriving back in RI, and can return to school on the 8th day with a negative PCR result.

Hand Washing

Students: All students, at minimum, must wash or sanitize their hands during these times:

- Before and after snack/ lunch
- After bathroom use
- Before and after recess
- After they have sneezed, blow their nose, touch their face
- After removing their face mask

Staff: All staff, at minimum, must wash or sanitize their hands during these times:

- Before and after snack/lunch
- After bathroom use
- Before and after working with a student
- After they have sneezed, blow their nose, touch their face
- After removing their face mask



Cleaning and Sanitization

- All cleaning and sanitation products used will be registered by the Environmental Protection Agency as safe for schools and effective in killing the virus that causes COVID-19.
- Classroom teachers will be responsible for auditing their class bathrooms and cleaning materials within the classroom and advising administration when to reorder. Administration will be responsible for auditing bathroom and cleaning materials for the bathrooms and common areas.
- Staff will be cleaning high touch surfaces in the classroom frequently.
- All staff have been given proper instruction on cleaning and sanitizing policies and procedures.
- The entire school building will be professionally cleaned at the end of each day.
- Quest will continue to monitor the CDC and RIDOH regulations for proper cleaning procedures.

POLICIES AND PROCEDURES

Air Quality in the Building

To help mitigate the potential for transmission of the COVID-19 virus, as well as other virus and bacteria pathogens, Quest has an upgraded HVAC system with commercial-grade UV-C (Ultraviolet-C) treatment appliances. Located in the HVAC ductwork above the ceiling these appliances are capable of treating all of the air in the building, multiple times daily, as it passes through the HVAC systems. This equipment promises to substantially reduce the transmission of pathogens in the building by supplying a constant flow of treated air to our environment. Also note that the equipment chosen produces no ozone.

School Visitors

- Quest will limit the entrance of outside visitors when possible.
- Unless absolutely necessary, parents will not be allowed to enter the classroom.
- All deliveries to the school will be made outside of the building.
- If a parent or visitor needs to enter the building or the classroom, they will need to complete the self-attestation form, which includes recording their temperature, washing or sanitizing their hands, practicing safe social distancing while also wearing a mask.

Extended Care

- Quest will once again be offering after school enrichment programs.
- Both Primary classrooms will combine as one stable group for before and after school.
- Elementary and Middle School students will combine as one stable group for after school programming.



POLICIES AND PROCEDURES

Athletics

At this time, Quest will be participating in athletics and will adhere to all policies and procedures put forth by the CDC, RIDOH and the Rhode Island Interscholastic League.

COVID-19 Vaccine

The vast majority of staff are vaccinated or in the process. Non-vaccinated teachers will need to provide administration with a negative PCR test twice weekly as well as a daily rapid test administered on site.



Distance Learning

Early Childhood and Elementary

- Quest will not be offering distance learning for Early Childhood or Elementary students while school is in session. Our experience last year taught us that Zooming in for lessons and sending work home to elementary students was not productive.
- If an elementary child is quarantined due to being a close contact, parents may contact their child's teacher on the third day of quarantine to see if there are any options for activities. This will be decided at the teachers' discretion.
- The beauty of the Montessori classroom and its small child centered lessons is the ease with which a child can "catch up" upon their return to school.

Middle School

The Middle School Program will provide distance learning for students who are required to quarantine due to COVID-19 exposure. Distance Learning may be synchronous and asynchronous depending on the nature of the lesson.

Please note, that we will not offer distance learning options for students at any level who are quarantined due to travel restrictions, are on vacation or who are home sick and need to rest.

Compliance

Quest will continue to stay informed and in touch with key community partners and state officials and organizations. Quest will consistently monitor for up-to-date information and act quickly and efficiently to make changes or implement new policies or procedures as needed.



Acknowledgement of Receipt

I, the undersigned, have received a copy of the Quest Montessori School's COVID-19 2021-22 Policies and Procedures. I understand that these COVID-19 Policies and Procedures been provided to me for informational and guidance purposes only, and that these COVID-19 Policies and Procedures are not a contract, nor does it provide me with any contractual rights.

I understand that I should consult with the Head of School regarding any questions not answered in this document.

I understand that the Quest Montessori School's 2021-22 COVID-19 Policies and Procedures can be updated or changed at any time and I will be informed of any updates or changes.

Please read the Quest Montessori School's 2021-22 COVID-19 Policies and Procedures carefully to ensure that you understand the all information and policies before signing this document.

Parent Signature: _____

Parent Printed Name: _____

Date: _____