

SAFE

SCHOOL PLAYBOOK

MCDS guide for COVID-19 Pandemic
Preparedness and Response



Miami
COUNTRY DAY SCHOOL



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Welcome & What to Expect

The health and safety of our students, employees, and families is our number one priority.

This "Playbook" details Miami Country Day School's current procedures and well-being protocols intended to reduce the risk of COVID-19 transmission on our campus. This information will be used to guide operations for a safe learning and working environment and will be the standard operating procedure for the school's return to campus. These procedures and protocols are based on guidelines and best practices from the Centers for Disease Control, The World Health Organization, Florida and local health authorities, and medical professionals advising the school. As guidelines and recommendations evolve, this document will be updated and redistributed accordingly.

The MCDS COVID-19 Task Force focused on exposure and risk science to present a range of control strategies that will be used to guide the reopening of MCDS. When combined, the five risk reduction strategies listed below work together as part of a multi-layered plan to reduce exposure and limit transmission of COVID-19 at MCDS:



HEALTHY CLASSROOMS

Following safe practices in classrooms



HEALTHY BUILDINGS

Breathing clean air in the school buildings



HEALTHY POLICIES

Building a culture of health, safety, and shared responsibility



HEALTHY SCHEDULES

Moving between rooms and locations safely



HEALTHY ACTIVITIES

Enjoying modified activities

We recognize there are immense challenges. There is no perfect plan or 'one size fits all' strategy that works for every family in every scenario. The successful reopening of MCDS will require continual collaboration, flexibility and compassion from the entire community, as everyone has a critical role to play.

For more information or if you have any questions, please contact School Nurse, Bianca Ricart: ricartb@miamicountryday.org



HEALTHY CLASSROOMS

Following safe practices in classrooms



Healthy Classrooms

In classrooms, teachers and students will engage in practices designed to limit the spread of COVID-19. These include:

Wearing masks at all times.

Face masks are required for all students, employees, and visitors when on campus.

- Cloth or disposable single-use paper masks with ear or head elastic bands will be allowed. Bandanas, gaiters, or clothing used as masks will not be allowed.
- Two cloth masks will be provided for each student, faculty and staff member. Disposable, single-use masks will be available as needed.
- Students in Early Childhood classrooms may wear a face shield in addition to their masks as an additional layer of protection as they become accustomed to wearing a mask.
- Teachers on campus will have face shields available in addition to their masks as an additional layer of protection for themselves and the student.

Washing hands frequently.

Everyone on campus must wash their hands thoroughly with soap and water several times during the day to reduce risk and prevent person-to-person potential infections. There will be outdoor sinks throughout the school, but when washing with soap and water is not available, hand sanitizer must be used. Hand sanitizer is located in each classroom and office.

Physical distancing to protect individuals.

Social distancing is a simple yet very effective mechanism to prevent potential infection that relies on simple distance to avoid infection. For students and faculty to stay 3 to 6 feet apart, there will be:

- Additional classroom space and reduced classroom capacity
- Plexiglass dividers to separate students

See page 10 for social distancing protocols.

Group distancing to slow transmission chains.

Class changes and movement on campus will be managed thoughtfully to reduce infection risk and to leverage the opportunity they present to ensure optimal disinfection of the campus. Start times and end times for classes, lunch, recess, arrival, and dismissal, etc. will be staggered.

See page 7 for Healthy Schedules.

Disinfecting objects between users.

To the best of our ability, students will have dedicated supplies (e.g., no shared crayons, pencils, etc.). Supplies and surfaces that must be shared will be sanitized between use. In addition to hand sanitizer and sanitizing wipes in every classroom, and disinfectant sprayers for interior classrooms.

See page 9 for disinfecting measures.

The above practices work together to reduce the risk of exposure by close contact, long-range airborne transmission, and fomites. Each strategy complements the others to mitigate the overall risk of transmission.



**HEALTHY
BUILDINGS**



Healthy Buildings

Healthy building strategies that improve air quality and clean surfaces will be incorporated as part of a layered defense against COVID-19:

- Outdoor air ventilation will be increased.
- Indoor air will be filtered.
- Plexiglass physical barriers will be placed in offices.
- No-contact infrastructure, where possible, will be in place.
- Hand sanitizer and sanitizing wipes will be in every office and building.

Prior to the opening of school, a sanitary baseline has been established. The school was disinfected prior to anyone returning to campus and HVAC air filters were replaced or cleaned and disinfected.

Throughout the day, the sanitation team will sanitize and disinfect all areas and surfaces of the school with special attention to:

- Classrooms
- Desks and electronic equipment
- Restrooms
- Shared spaces
- Common surfaces and high touch areas

Compliance supervisors and monitors have been hired to ensure bathrooms, classrooms, and offices are cleaned on a schedule and inspected.



HEALTHY POLICIES

Building a culture of health, safety, and shared responsibility



Healthy Policies

Policies will be in place to prevent, monitor, and respond to potential COVID-19 cases and thus support the health of the entire MCDS community:

- A culture of health, safety, and shared responsibility will be established and reinforced.
- Staying home when sick will be a priority.
- Plans for when there is a case will be strictly enforced.
- Remote learning options will be available.
- De-densifying school buildings will be prioritized.

Entry to Campus Health Screening

Daily Screening prior to arrival via School Pass will be required of all students and employees.

- All students and employees must complete the health screening by 7:30 AM each school day. Email reminders will be regularly sent to ensure compliance.
- Questions regarding body temperature, COVID-19 symptoms, and exposure will be asked and recorded.
- The COVID-19 Task Force and security will work together to identify and stop those who have failed to complete the daily screening from entering campus.
- License plate identification will be used to identify those vehicles who have not completed their daily screening questions.
- Barriers will be in place to remove anyone from campus who has missed the daily screening protocol.
- Any student arriving from school transportation must complete the screening process prior to boarding the bus.
- Any student walking or riding their bike to campus must enter campus through the south guard entrance.

Screening process upon entering campus:

- A mask must be worn.
- Everyone entering is encouraged to sanitize their hands upon arrival.

Ongoing Screening:

- The Health Team may periodically and randomly take employee and student temperatures throughout the day.



HEALTHY SCHEDULES

Moving between rooms and locations safely



Healthy Schedules

MCDS will implement schedules that reduce the number of students in the school at a given time. Attendance for students and staff will remain flexible.

New Drop-off and Pick-up locations and times have been established.



AM DROP-OFF:

- **Upper School and Middle School** (parent drop-off or student driver): CFA Turnaround, enter through 6th Avenue
- **Lower School:** Lower School Turnaround

MID-DAY DROP-OFF AND PICK-UP:

- **Drop-off:** Upper School and Middle School (parent drop-off or student driver): CFA Turnaround, enter through 6th Avenue
- **Pick-up:** Upper School and Middle School: Lower School Turnaround

PM PICK-UP:

- **Upper School and Middle School:** CFA Turnaround, enter through 6th Avenue
- **Lower School Pick-up:** Lower School Turnaround



Transition times and locations will be managed.

Additional staff have been hired to monitor outdoor transitions and lunch to ensure social distancing and mask compliance.

Lunch Time will be made safer.

Lunch breaks will be managed to provide social spacing and proper hygiene.

- A and B cohorts will be assigned separate eating locations.
- Grades PK 3-5 will eat in their classrooms.
- AM Middle School students will receive their lunch from the cafeteria.
- AM Upper School students will receive their lunch from Spartan Street.
- PM Middle School and Upper School students will eat lunch under the tent located on the athletic field.
- Self-service is suspended until further notice. All meals will be "boxed."

Limited and controlled visitor access to campus.

The school will no longer allow normal visitation (including parents) to our campus until further notice. Meetings should take place virtually going forward, to ensure the protection of both employees and visitors.



HEALTHY ACTIVITIES

Enjoying
modified
activities

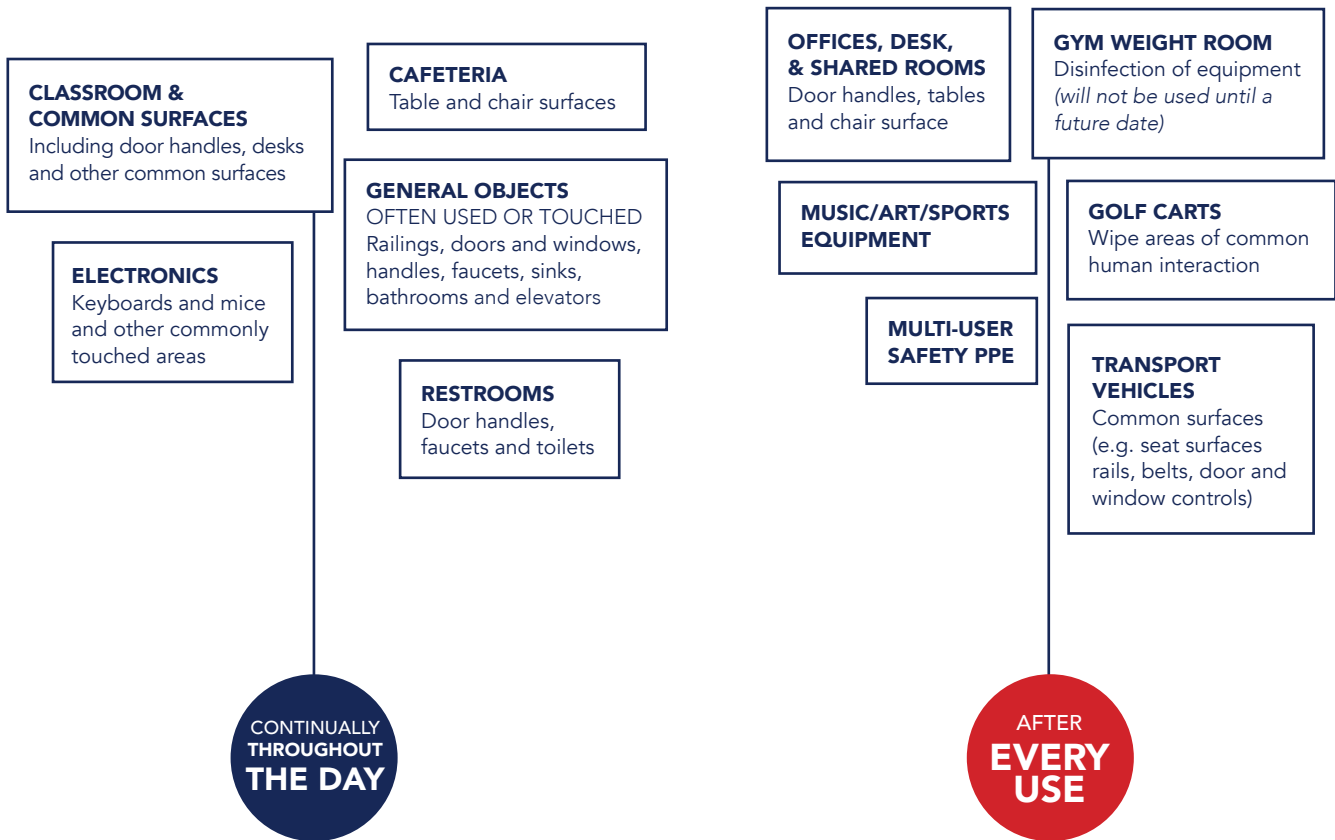


Healthy Activities

MCDS has avenues for participation in a number of activities outside of the traditional classroom environment. As much as possible, these activities will continue to be provided to our students to support engagement, health, mental wellbeing, and development. In addition:

- Recess will be provided to Lower School students.
- Physical education classes will be modified to accommodate physical distancing and limited to outdoor activities.
- Sports, music and theater classes will be re-imagined.
- Free time for middle and upper school students will be structured into the day.
- Access to high touch surfaces and items will be curtailed (water fountains).

Disinfection Frequency in Classrooms and Offices Guidelines



Transportation

Transportation vehicles will be disinfected multiple times: before starting a route and after the students arrive at school. All students will have assigned seats, wear masks on the bus, and practice physical distancing.

COVID-19 Deep Cleaning and Disinfection

COVID-19 “deep-cleaning” is triggered when a student or employee is identified as being potentially COVID-19 positive by exhibition of systems.

The space will have a deep cleaning followed by sanitation personnel performing a comprehensive disinfection of all common surfaces. The deep cleaning, when possible, will occur 24-48 hours after the identification of potential COVID-19 as an additional precautionary measure. This additional time will allow the virus to naturally deteriorate.

The third-party vendor, Service Keepers, will carry out the deep cleaning activity.

Social Distancing Protocols

IN PRACTICE, THIS MEANS:

- Wearing a mask at all times on campus.
- Staying 3 to 6 feet away from others as a normal practice.
- Eliminating contact with others, such as handshakes or embracing others.
- Avoiding touching surfaces touched by others, to the extent feasible.
- Avoiding anyone who appears to be sick, or who is coughing or sneezing.

This practice of social distancing includes but is not limited to walking on campus, cafeterias, common areas, entrance/exit areas of locations, classrooms and offices. These are examples, but the principle of social distancing is universally applicable.

Student and teacher workstations/desks

- Whenever possible, workstations will be arranged to allow separation of at least 3 feet.
- Students will be asked to disinfect their own workspace upon entering the classroom.
- Teachers for younger students will conduct this process.

Moving around campus

- Everyone is to enter and exit at the designated entrances and exits – these locations will be easily identified and posted.
- All hallways, walkways, and stairs will be one-way and clearly marked.
- Monitors will be stationed near entry doors and stairs at start and stop times to ensure social distancing.

Seating and capacity

- The optimal number of allowable seats in common areas and shared tables will be indicated.
- Signage will be on tables to ensure proper social distancing in each seat.
- Room capacities of all rooms will be indicated by the number of chairs located in the room.
- More outdoor picnic tables and umbrellas will be placed throughout the school.
- Outdoor tents will be set up for new outdoor lunch and learning areas.

HELPFUL TIPS

Avoid gathering when entering and exiting any building or classroom.



Bathroom Usage

Cleaning will occur throughout the day to ensure a clean environment and make sure physical distancing is maintained.

- No more than three students at a time may be in a restroom.
- Doors of single use bathrooms will remain propped open when not in use to aid in air circulation.

Student Lockers

- The use of student lockers will be suspended until further notice.

Suspected/Confirmed COVID-19 Case

If a student or staff member is suspected or confirmed to have COVID-19, they will be asked to stay at home (with remote learning or work options) until the appropriate criteria are met as described below:

If the individual has symptoms, they should stay home until:

- At least 3 days have passed since recovery (resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms)

AND EITHER

- At least 10 days have passed since symptoms first appeared,
- OR they have a negative result based on authorized COVID-19 diagnostic tests by a medical professional.

If the individual tested positive in a diagnostic COVID-19 test they must stay home until:

- They have negative results based on authorized COVID-19 diagnostic tests by a medical professional.



HELPFUL TIPS

Ensure 6 feet of space between each person while you wait in line to enter a building or classroom.



Isolation Protocol

In the event that a student or employee tests positive for COVID19, the School will update families. Unless required by the local health authority, the name of the infected employee or student will not be provided. Quarantine of any healthy students and employees will be determined upon consultation with local health officials. Student and employee personal data and confidentiality will be protected.

Contact Tracing and Additional Required Quarantine: If there is a suspected or confirmed case of COVID-19 among our community we will follow a simple numerical sequence (6-15-48) as detailed in the CDC contact tracing guidelines to identify students or employees who have been near the infected person – and thus must also be quarantined.

We will need infected students/employees to identify others who were unprotected (without a mask) and within 6 feet of them, for 15 minutes or more, within the 48 hours prior to the sick individual showing symptoms, or later.

Once identified, the CDC guidance provides that the 6-15-48 students/employees should take the following steps:

- Stay home until 14 days after last exposure and maintain social distance (at least six feet) from others at all times.
- Self-monitor for symptoms.
- Check your temperature twice a day.
- Watch for fever, cough, or shortness of breath.
- Avoid contact with people at higher risk for severe illness (unless they live in the same home and had the same exposure).
- Follow CDC guidance if symptoms develop.

HELPFUL TIPS

When you talk to someone in line, make sure you do not point your head directly at them.

