



2020-2021 School Year Phase III COVID-19 Response Plan

Version 2.3: Friday 07/13/2020

Section 1 – Contact Information

- Name of School: Belle Meade Montessori School
- Head of School: John Glass
- Address: 353 F.T. Valley Road, Sperryville, VA 22740 Phone: 540-987-8970
- Accreditation status: Accredited by [Virginia Independent School Association](#)
- Person responsible for the school's health mitigation plan: John Glass
- Email address of person responsible for the school's health mitigation plan: school@bellemeadeschool.org
- Was your school's health plan developed in consultation with your local health department? Plan reviewed by Fauquier District Population Health Epidemiologist, April Achter on 07/13/2020 and recommendations have been adopted. Also reviewed by Mike Amster, pediatrician and board member.

Section 2 – Intent to Vary

- Will your health mitigation strategies vary from the Phase Guidance for Virginia Schools in any major ways? If so, how? There will be no major variations during Phase III.

Section 3 – Phase 3 Program Offerings

Phase 3 of Virginia's School Reopening permits in-person instruction for any students.

- Please describe all the programs your school will offer/students you will serve in person in Phase 3. How often will students attend in-person?

Belle Meade's Unique Size and Setting

Belle Meade is fortunate to be an intentionally small community with an emphasis on outdoor education. Belle Meade is also a rural school and remote from other businesses and places of gathering. The combination of both lower and upper school total enrollment is less than fifty even considering faculty on site. Both of these schools are held in separate facilities, and class sizes are small, averaging about 4-6 students per class. All of these factors lower the potential for spread of communicable disease. This should allow us to meet general guidelines under Phase III.

Specific Programs and Attendance in Person

During Phase III, students will meet in class five days a week. All core and secondary academic programs will be offered.

Movement Between Classes

In the upper school, it is impractical for students to work with the same instructor for disparate subjects such as Physics, Spanish, and Art. Students will rotate between three to four classrooms in a given day with subjects taught on either MWF or TTh.

Lower school students will work with the same guide and aide during the day.

PE and Equestrian

The Belle Meade PE model is already COVID-19 precaution friendly. PE activities that require frequent physical contact and close proximity are to be avoided. Using the grounds for hikes, canoeing, fishing, and swimming in the pond is encouraged. PE groups may be larger than 15, but less than 25 provided opportunities for physical distancing outdoors are maintained. Horseback riding is outdoors, small group (5 or less) and by its nature requires and enforces physical distancing protocols. The Equestrian program may participate in group hunts or hunter pace activities so long as these events meet physical distancing, group size, and other COVID-19 requirements.

Meals

Belle Meade does not use a cafeteria, nor provide breakfast or lunch. Upper school students may use the campus to eat lunch which allows for maximum physical distancing over a potential area of 140 acres. Students and staff have not, in the past, congregated in large groups for eating and in any case, the student body is no larger than the average public school classroom. Students and staff are to bring a prepared lunch with all of the utensils needed to consume it.

Lower school students will eat on the lower school portion of campus with opportunity to distance. The small size of the lower school also ensures that group sizes will naturally meet guidelines.

No water fountains will be available and students are expected to bring an individual reusable water bottle.

Transportation

Where possible, students and parents are encouraged to use private transportation to and from school. The bus will continue to be available for transportation to and from school. Students and drivers shall use regularly washed facemasks and leave as much space between individuals as possible.

Students and staff are encouraged to follow physical distancing and other protective guidelines.

Trips and Group Activities

Trips and group activities will be limited to areas and activities that allow students and staff to learn and interact away from large groups and while following state and CDC guidance. Field Trip proposals that meet these criteria may be considered by the appropriate COVID-19 Team. Belle Meade does not have organized sporting events outside of the Equestrian Program which is addressed above.

Trimester and Other Gatherings

Trimester dinners will be arranged to meet state and CDC COVID-19 Guidelines. Outdoor groups of less than fifty may be approved on select occasions where provisions and distancing allow for appropriate precautionary measures.

Section 4 - Key Elements: Planning to Reopen

In the [Health Plan Guidance document](#), there are 5 key elements related to planning to reopen. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- COVID-19 team within the school and a point person at each school, including names of staff and contact information:

COVID-19 Teams

Upper School COVID-19 Team

Point - John Glass - john@bellemeadeschool.org

Member - Kimber Herron - montessori@bellemeadeschool.org

Member - English Teacher - **TBD New Hire****

Member - Susan Hoffman - board@bellemeadeschool.org

Member - Anna Maher - anna@bellemeadeschool.org

Lower School COVID-19 Team

Point - Jami Davis jami@bellemeadeschool.org

Member - Aide - **TBD New Hire****

Member - Susan Hoffman - board@bellemeadeschool.org

Member - Anna Maher - anna@bellemeadeschool.org

- Specific point of contact at your local health department and direct contact information: April Achter District Population Health Epidemiologist, (540) 316-6280; Medge Carter Medge.Carter@vdh.virginia.gov, (540) 675-3516
- Health and absenteeism monitoring/approaches: ([sample health screening](#))

Students and staff will be screened for the following symptoms at or before morning circle each day.

- Cough
- Shortness of breath or difficulty breathing
- Fever (CDC considers a person to have a fever when he or she has a measured temperature of 100.4 F or greater, feels warm to the touch, or gives a history of feeling feverish) Measurement to be performed using no touch thermometers.
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell
- Other signs of illness (headache, diarrhea, intestinal problems, weakness, exhaustion, etc.)

Individuals, students or staff, who exhibit the above symptoms associated with COVID-19 and who do not have other established causes of these symptoms are to be quarantined in a currently unused room (the office or lab depending upon day/time) and provisions should be made for them to return home as soon as possible. Rooms used for isolation will be cleaned before further use.

Students and staff are expected to stay home until symptoms are resolving. If exposure to COVID is suspected, students and staff are to quarantine at home until they receive negative test results or in the case of positive results, all of the following criteria are met:

- 1) Ten days from symptom onset has passed.
- 2) Fever free
- 3) Symptoms are resolving

If an individual at Belle Meade tests positive for COVID-19, parents and students will be notified (without inclusion of names) and the school will be closed for cleaning.

- Communications strategy that includes:
 - i) Orientation and training for staff and students specific to new COVID-19 mitigation strategies;

Training

COVID-19 procedure training will be in accordance with guidelines and take place both online and during staff work days per the [linked calendar](#). It will be led by COVID-19 Team Points or their designated representative.

COVID-19 procedures will also be communicated as part of morning circle (which will be appropriately physically spaced) and to/through student government.

- ii) Plans for communication with staff, parents, and students of new policies;

Staff, Parent and Student COVID-19 Communication

Information important to the community, including positive cases, and potential changes in policy or instruction delivery will be sent out by a COVID-19 team member via email and also, when appropriate, the school website or Facebook page. Individual parents will be contacted personally, as needed, through their indicated preferred contact method.

This document will be provided via email and on our website: <http://bellemeadeschool.org>.

- iii) Plans for how to communicate an outbreak or positive cases detected at the school.

Please see item ii above.

- Prepare for the provision of health services, including:
 - i) medical-grade PPE for health services staff;

Exam gloves from anatomy class dissection stockpile will be repurposed for COVID 19 use. A source for masks is being sought. Individuals should also bring masks from home and wash them regularly.
 - ii) maintenance of typical (non-COVID-19) health services; and

Typically offered health services will continue to be offered.
 - iii) planning for the provision of mental health services.

Students will have regular interviews and opportunities to discuss and meet mental health needs. Belle Meade is a small community where emotional needs are met early and with trusted mentors that know the student and her/his situation well. Emotional needs are addressed in ways that allow students to grow and prepare them to succeed in all aspects of life. This aspect of the school will continue to serve students well during the pandemic.

- Please describe barriers to including any of the key elements from this section in your plan.

Obtaining sufficient PPE is an area to which we will give particular emphasis over the next month.

Section 5 - Key Elements: Promoting Behaviors that Reduce the Spread of COVID-19

In the [Health Plan Guidance document](#), there are 4 key elements related to promoting behaviors that reduce the spread of COVID-19. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- Create an education/training plan for staff, students and families, including education of staff and students related to:
 - i) Hand hygiene and respiratory etiquette;
 - ii) Use of cloth face coverings;
 - iii) Staying home when sick; and
 - iv) Encouraging physical distancing.

Students and staff are encouraged to use provided hand washing areas and hand sanitizer dispensers frequently. Each staff member and student shall wear face coverings when indoors or in proximity with others. Students and staff are encouraged to stay home when sick and will be monitored at the beginning of each day for symptoms of illness. Classrooms and lockers are to be arranged for maximum possible physical distancing. Where possible, floors will be marked to indicate proper spacing and traffic flow.

A training plan and letter educating staff, students, and family about the above preventative behaviors will be provided to all community members before school begins. These topics and specific plans for dealing with each will also be communicated during staff training and at morning circle.

- Plan to promote physical distancing? Yes.

The upper school has a maximum enrollment of thirty with an average enrollment of twenty students. No more than five staff members are present in the building while students are present with three staff members being the most common configuration.

The lower school has a maximum enrollment of twenty with a staff of no more than three when students are present in the building.

In both cases, class sizes of fifteen will allow physical distancing in accordance with guidelines to be maintained by students and staff. Most classes will not exceed ten students, and where possible they will be smaller allowing opportunity to maintain distance.

In appropriate situations, the combined schools may meet together during phase three so long as the gathering allows distancing and the total of student body plus staff is less than fifty.

- Specific details for each of the following
 - On Busses

Where possible, students and parents are encouraged to use private transportation to and from school. The bus will continue to be available for transportation to and from school. Students shall use regularly washed facemasks and leave as much space between individuals as possible.

- In Classrooms

Class sizes are small, averaging about 4-6 students per class. Seating and spacing will be arranged to allow for physical distancing to take place.

- Other Settings

Movement Between Classes

In the upper school, it is impractical for students to work with the same instructor for disparate subjects such as Physics, Spanish, and Art. Students will rotate between three to four classrooms in a given day with subjects taught on either MWF or TTh.

Lower school students will work with the same guide and aide during the day.

PE and Equestrian

The Belle Meade PE model is already COVID-19 precaution friendly. PE activities that require frequent physical contact and close proximity are to be avoided. Using the grounds for hikes, canoeing, fishing, and swimming in the pond is encouraged. PE groups may be larger than 15, but less than 25 provided opportunities for physical distancing outdoors are maintained.

Horseback riding is outdoors, small group (5 or less) and by its nature requires and enforces physical distancing protocols. The Equestrian program may participate in group hunts or hunter

pace activities so long as these events meet physical distancing, group size, and other COVID-19 requirements.

Meals

Belle Meade does not use a cafeteria, nor provide breakfast or lunch. Upper school students may use the campus to eat lunch which allows for maximum physical distancing over a potential area of 140 acres. Students and staff have not, in the past, congregated in large groups for eating and in any case, the student body is no larger than the average public school classroom. Students and staff are to bring a prepared lunch with all of the utensils needed to consume it.

Lower school students will eat on the lower school portion of campus with opportunity to distance. The small size of the lower school also ensures that group sizes will naturally meet guidelines.

- Plan to include actions to maintain adequate supplies to promote healthy hygiene:

The COVID-19 team will be responsible for the following before school begins and as the year progresses:

- Stock in advance to maintain adequate supplies to promote healthy hygiene.
- Each room shall have either a hand washing or sanitizing station.
- The COVID-19 team will regularly ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc).
- Ensure modification of layouts of classrooms, communal areas and buses to ensure social distancing is maintained.

The COVID-19 team will assess and lay out classrooms and communal areas during scheduled staff time before school opens.

- Plan to include the provision of signs and messaging to promote healthy hygiene:
 - CDC and State COVID-19 information will be posted near the entrance of each school building and in appropriate places inside.
 - COVID-19 cleaning procedures are to be posted and followed for each room on a daily basis.
- Please describe barriers to including key elements from this section in your plan.

Physical distancing on busses may prove to be challenging. Adjustments will need to be made as we move forward.

Section 6 - Key Elements: Maintaining Healthy Environments and Operations

In the [Health Plan Guidance document](#), there are 6 key elements related to maintaining health environments and operations. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- Plan to ensure that water systems are safe to use after a prolonged facility shutdown:
Consider water fountains.

The COVID-19 Team Point or representative will on a weekly basis ensure that water systems and features are safe to use. Water has been checked and run regularly even during shut down and continues to be monitored.

No water fountains will be available and students are expected to bring an individual reusable water bottle.

- Does your plan for gatherings, field trips, and volunteer restrictions align with the Executive Order in effect? Yes.

Trips and Group Activities

Trips and group activities will be limited to areas and activities that allow students and staff to learn and interact away from large groups and while following state and CDC guidance. Field Trip proposals that meet these criteria may be considered by the appropriate COVID-19 Team. Belle Meade does not have organized sporting events outside of the Equestrian Program which is addressed above.

Trimester and Other Gatherings

Trimester dinners will be arranged to meet state and CDC COVID-19 Guidelines and group size requirements. Outdoor groups of less than fifty may be approved on select occasions where provisions and distancing allow for appropriate precautionary measures.

- Does your plan include health monitoring of staff and students? Yes. Please see section 4 above.

If your plan includes health monitoring of staff and students, when, where, and by whom?

Students and staff will be monitored by a designated staff member on the COVID 19 team or their designated trained backup representative upon either arrival at school (morning circle meeting spot) or, for bus riders, as the rider enters the bus.

- Promotion of hygiene practices; including:

i) cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage;

- The bus and shared computers are to be wiped down with an approved cleaning agent during chore hours after each use.
- COVID-19 cleaning procedures are to be posted and followed for each room on a daily basis.

ii) additional hand sanitizer/hand washing stations; and

- Each room shall have either a hand washing or sanitizing station.

iii) adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc).

- The COVID-19 team will regularly ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc). The student supply list will be updated accordingly.

- Plan to ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible:
 - The COVID-19 Team Point or representative will on a weekly basis ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
 - When weather permits, doors and windows will be open.
- Plan to contemplate training back-up staff to ensure continuity of operations: Consider instructional and support positions.
 - We are a very small school, both in student body and staff. All personnel work together and take on multiple roles and will receive a similar level of COVID training. Substitutes and volunteers will be encouraged to attend COVID training.
- Please describe barriers to including key elements from this section in your plan.

There are currently no clearly apparent barriers to meeting this section of the plan.

Section 7 - Key Elements: Protecting Vulnerable Individuals

In the [Health Plan Guidance document](#), there are 2 key elements related to protecting vulnerable individuals. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- Policy options to support those students and staff at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities):

Students who are high risk or who have specific needs may use distance learning via video call as outlined in phase one below for learning and academic progress. Staff will form individualized plans and adapt the environment as needed in a school setting to meet at risk needs as requested.

Non teaching staff who are high risk or who exhibit symptoms or test positive may telework if they choose to do so while in isolation or quarantine. A substitute will be found for teaching staff who exhibit symptoms.

- Describe flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed:

Non teaching staff may telework as needed and appropriate as outlined above. Teaching staff who are high risk or are sick or have been exposed may isolate at home while symptoms persist and/or for the currently recommended isolation time. In this case, A substitute will be found for teaching staff.

- Please describe barriers to including key elements from this section in your plan.

A high level of exposure among staff would compromise the schools ability to remain open.

Section 8 - Key Elements: Preparing for When Someone Gets Sick

In the [Health Plan Guidance document](#), there are 4 key elements related to preparing for when someone gets sick. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- Information about separating and isolating those who present with symptoms:

Individuals, students or staff, who exhibit the above symptoms associated with COVID-19 and who do not have other established causes of these symptoms are to be quarantined in a currently unused room (the office or lab depending upon day/time) and provisions should be made for them to return home as soon as possible. Rooms used for isolation or quarantine will be cleaned before further use.

Students and staff are expected to stay home until symptoms are resolving. If exposure to COVID is suspected, students and staff are to quarantine at home until they receive negative test results or in the case of positive results, all of the following criteria are met:

1. Ten days from symptom onset has passed.
2. Fever free
3. Symptoms are resolving

- Information about facilitating the safe transportation of those of who are sick to home or healthcare facility:

If a health situation requires emergency transportation to medical facilities, and EMS is not an option, Ethan Berry, Anna Maher, or John Glass will provide transportation depending on availability.

- Procedures for cleansing and disinfecting areas used by sick individuals:

Areas used by sick individuals will be cleaned with a CDC approved cleaner before further use. Cleaning instructions and checklists will be posted in each room.

- Does your plan include a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps?

The building point or designated representative will contact the health department within 24 hours regarding any confirmed COVID 19 case to report and consult.

- Please describe barriers to including key elements from this section in your plan.

There are currently no clearly apparent barriers to meeting this section of the plan.

Section 9 - Key Elements: Planning to Close

In the [Health Plan Guidance document](#), there are 3 key elements related to planning for extended closures. Please indicate which of those elements are included in your plan, and any barriers to incorporating those elements in your plan.

- Information about which conditions will result in the reduction of in-person classes:

If any staff or student in the community tests positive for COVID-19, the school will shut down the appropriate school (lower or upper) for cleaning and we will resume Phase-1 distance education as needed until the environment is prepared for occupation again. Belle Meade will also follow any future local, state, or federal guidance regarding closures.

- Information about which conditions will result in a complete school closure:

Three or more students/staff from different families testing positive will trigger a return to Phase I protocols. We anticipate that school can remain open at least in a distance learning capacity as outlined in Phase I below so long as staff are healthy and able to continue duties.

Section 10 – Submission of School Health Mitigation Plan

- Plan (or information about your health policies) [publicly available online here](#).
- Is there anything else you want us to know about your health mitigation plan?

Yes, please see supplemental narrative and phase specific plans below.

[Supplemental Narrative](#)

Phase Specific Plans for Phases I & II:

Phase I

All core academic classes are held online via Zoom, Google Hangouts, or Google Meet. Students attend classes in real time receiving instruction, mentoring and guidance while remaining in their own homes.

Students may set an appointment on an individual basis to pick up materials and supplies at school or work with horses and equipment in the equestrian program.

Camping trips, field trips, equestrian competition, performances, and overnight trips are suspended during phase one.

Phase II

Belle Meade's Unique Size and Setting

Belle Meade is fortunate to be an intentionally small community with an emphasis on outdoor education. Belle Meade is also a rural school and remote from other businesses and places of gathering. The combination of both lower and upper school total enrollment is less than fifty even considering faculty on site. Both of these schools are held in separate facilities, and class sizes are small, averaging about 4-6 students per class. All of these factors lower the potential for spread of communicable disease. **This should allow us to meet general guidelines while holding regular classes even under phase II.**

Students with Specific Risks and Needs

Students who are high risk or who have specific needs may use distance learning as in phase one for learning and academic progress. Staff will form individualized plans and adapt the environment as needed in a school setting to meet at risk needs as requested.

Group Sizes and Physical Proximity

The upper school has a maximum enrollment of thirty with an average enrollment of twenty students. No more than five staff members are present in the building while students are present with three staff members being the most common configuration.

This means that the total student body plus adults present at school during normal operations remains at thirty five or less.

The lower school has a maximum enrollment of twenty with a staff of no more than three when students are present in the building.

In both cases, class sizes of fifteen will allow physical distancing in accordance with guidelines to be maintained by students and staff. Most classes will not exceed ten students, and where possible they will be smaller allowing opportunity to maintain distance.

When either school must meet as a body (35 or less for the upper school and 23 or less for the lower school), outdoor spaces will be utilized when feasible. Otherwise large meeting areas such as the multipurpose room with a capacity of 92 will be utilized to allow physical distancing requirements to be met. The lower and upper school student bodies will not meet together during phase two.

Transportation and Proximity

Where possible, students and parents are encouraged to use private transportation to and from school. The bus will continue to be available for transportation to and from school. Students shall use regularly washed facemasks and leave as much space between individuals as possible.

Students and staff are encouraged to follow physical distancing and other protective guidelines.

Movement, Meals, and Equipment

Movement Between Classes

In the upper school, it is impractical for students to work with the same instructor for disparate subjects such as Physics, Spanish, and Art. Students will rotate between three to four classrooms in a given day with subjects taught on either MWF or TTh.

Lower school students will work with the same guide and aide during the day.

PE and Equestrian

The Belle Meade PE model is already COVID-19 precaution friendly. PE activities that require frequent physical contact and close proximity are to be avoided. Using the grounds for hikes, canoeing, fishing, and swimming in the pond is encouraged. PE groups may be larger than 15, but less than 20 provided opportunities for physical distancing outdoors are maintained. Horseback riding is outdoors, small group (5 or less) and by its nature requires and enforces physical distancing protocols. The Equestrian program will not require alteration under Phase II with the exception that the school will not participate in group hunts or hunter pace activities.

Meals

Belle Meade does not use a cafeteria, nor provide breakfast or lunch. Upper school students may use the campus to eat lunch which allows for maximum physical distancing over a potential area of 140 acres. Students and staff have not, in the past, congregated in large groups for eating and in any case, the student body is no larger than the average public school classroom. Students and staff are to bring a prepared lunch with all of the utensils needed to consume it.

Lower school students will eat on the lower school portion of campus with opportunity to distance. The small size of the lower school also ensures that group sizes will naturally meet guidelines.

No water fountains will be available and students are expected to bring an individual reusable water bottle.

Equipment

CDC approved cleaners and/or sanitizers will be available for use with all shared equipment such as computers, brooms, balls, and mops. Students are encouraged to bring their own devices.

Trips and Group Activities

Trips and group activities will be limited to areas and activities that allow students and staff to learn and interact away from large groups and while following state and CDC guidance. Field Trip proposals that meet these criteria may be considered by the appropriate COVID-19 Team. Belle Meade does not have organized sporting events outside of the Equestrian Program which is addressed above.

Trimester and Other Gatherings

Trimester dinners will be arranged to meet state and CDC COVID-19 Guidelines and group size requirements. Outdoor groups of less than fifty may be approved on select occasions where provisions and distancing allow for appropriate precautionary measures.

Where possible, communication will be available remotely via various internet platforms.