



Covid-19 Safety Protocol for Faculty, Staff and Students

Last revised: 3/2/21

Safety

1. Each classroom will be its own **cohort**. What is a cohort?
 - a. A cohort is a class of students and their teacher(s). The cohorts will stay together and no other cohort will join them for any part of the day. Cohorts have their own entrance and exit door as well as their own bathroom. Classroom teachers are part of a cohort. Our teachers of middle school (6th - 8th) will represent one cohort, as they all teach multiple grades. The students in those grades (6th - 8th) are each their own cohort. This does not mean teachers will teach together, but it means they will teach in different grades in the 6th - 8th cohort.
2. Will everyone have to wear masks?
 - a. For everyone's safety, masks will be worn at all times by students, faculty and staff.
3. Does my child have to bring their own mask or will the school supply masks?
 - a. The school will be providing masks for every student. The school will also provide a face shield, as needed, to be used along with the masks and not a replacement for the masks.
4. Will parents/volunteers/visitors be allowed in the building at any time?
 - a. No, we are sorry to say that will not be possible this year.
5. What type of health checks are you planning for children and adults each day?
 - a. The *Daily Checklist* - the COVID symptom google form must be filled out by every family for each child and by every faculty and staff, before arrival to campus.
 - b. Our expectations are for families to report contact with anyone inside or outside the household showing symptoms, or confirmed positive.
 - c. Our nurse will do daily temperature checks during school hours.
6. What happens on campus if there is a suspected case of COVID-19?

- a. Any member of the Pine Cobble Community with symptoms related to COVID-19 will be asked to leave campus immediately. Students will wait in a quarantine area for pick-up. Anyone with symptoms will need to supply a negative test result before returning to campus or a doctor's note, stating their illness/symptoms that caused them to go home are unrelated to COVID-19.
7. What happens if there is a confirmed case of COVID-19 in my child's class?
 - a. In the event of a confirmed case, our nurse, Jordanne Wotkowicz, and Devin Wootton, our Assistant Head of School, will implement contact tracing, and all students and faculty/staff who were in contact with the confirmed case will move to remote learning for two weeks, or shorter if an earlier return is safe to do.
8. What do I do if my child has allergies or something else that makes their nose run, but I know that is all that is causing their runny nose?
 - a. All members of the Pine Cobble community will need to provide medical documentation that any symptoms associated with COVID-19 are due to another cause.
9. Are there enough bathrooms on campus to keep students in their cohorts when using bathrooms?
 - a. Each bathroom on campus will be limited to use by one cohort. All children in that cohort will use the same bathroom, and teachers will send students one at a time to their cohort's bathroom. There are bathrooms in the lower school, art building, music building and Cluett House.
10. How often will bathrooms be cleaned during the school day?
 - a. We will have a person designated to do bathroom cleaning and whole school sanitation throughout the school day. Each bathroom on campus will be limited to use by one cohort.
11. Will my child be sharing supplies in art, etc. with other students?
 - a. Students will be unable to share supplies of any kind.
12. What happens if my child's teacher is sick? Will they teach remotely or will there be a substitute for them?
 - a. If a teacher is unable to come to campus, but able to teach remotely, they will do so with supervision provided in the classroom. If a teacher is too sick to teach remotely, then a substitute will be provided. That substitute will be either a specialist in their cohort, or, in the case of the upper school, other teachers in their cohort, will be substitutes.
 - b. In some instances, a sick teacher may require the class to move to remote learning.

13. What can my child bring to school other than lunch and their books? Are stuffed animals, other toys and blankets allowed?
- a. It is safest to limit the number of items traveling between home and school. Students should only be carrying their lunch and what they need for classes back and forth. Please no toys, stuffed animals, or blankets. For our youngest students who nap, please look for information from your classroom teacher with regard to blankets and nap time
 - b. Will my Beginner child sleep on the same cot each day?
 - i. Yes, beginners will be assigned cots and sleep on the same one every day. Their cots will be wiped down/sanitized each day after nap time.
14. What are the safety measures your teachers will follow - i.e., masks, social distancing in the classroom, etc.
- a. Everyone on campus will wear a mask while on campus. Everyone will maintain 6 ft of social distance in classrooms as set up inside as well as in our outdoor classrooms. Students will be reminded on a regular basis about safe handwashing procedures.
15. Do you have a designated isolation area for a suspected case of COVID-19?
- a. Yes, we have a designated isolation area for suspected cases of COVID-19. Students showing symptoms or fever will need to wait with Nurse Jordanne until they are able to be picked up. We will surely keep them comfortable in the designated quarantine room until a parent/guardian comes to pick them up.
 - b. If a faculty or staff member has a suspected case, they will be asked to leave campus immediately or will be placed in the designated space until someone can pick them up.
16. Are there additional plans to help my child if they are anxious during the day?
- a. We all understand and empathize with feelings of anxiety and will be doing all we can all day to help students feel less anxious. That involves structure to their day, being with friends, doing school work and so much more. An increase in our Mindfulness classes as well as work with 6th - 8th graders in our OWLs program and continued focus on our school pillars will help in lessening anxiety. Teachers will be ready to support your children each day; please stay in close communication with us as we partner in your child's learning.
17. Who should I reach out to if I have any questions?

- a. For questions please contact the front office. Christina Votra at c.votra@pinecobble.org who will either answer your question or direct you to the person who can.

Pick up/Drop Off

- 1. What does student drop off and pick up look like each day?

| | 7:45-8:00 | 7:45 - 8:15 | 8:15-8:45 | 12:00 - 12:15 | 3:00 - 3:25 | 3:25 - 3:45 |
|--------------------------------|---------------|---------------|-----------|---------------|---------------|-------------|
| Lower School Lot/Circle | | 1st, 2nd, 4th | B, Pre-K | B, Pre-K | 1st, 2nd, 4th | B, Pre-K |
| Cluett Circle | | 3rd, 5th | K | | 3rd, 5th | K |
| Main Parking Lot | 6th, 7th, 8th | | | | 6th, 7th, 8th | |

- a. Parents will not be able to enter buildings. There will be designated staff available to meet younger students in the parking lot and take them into the classroom. And, in the case of older students, staff will be outside to direct them as needed to the door for their classroom, as students will come and go by grade through the same door every day.
- b. Details about drop off and pick up times:
 - i. You will see in the grid above we have made every effort to make drop off and pick up times run as smoothly as possible. We have given windows of time for each division in the morning and afternoon.
 - ii. We ask that you follow those windows of time carefully. If you choose not to follow the windows of time designated for drop off and pick up for your child(ren), you will be asked to pull over and wait in a designated area decided by the school and stay there until your child(ren)'s designated drop off or pick up time. This will be followed up by a call from the Head of School. This plan for safety for all is only going to work if we all follow the protocols and work together. If there is any confusion on drop off or pick up times, please be in touch with Sue Wells at s.wells@pinecobble.org

- iii. If you arrive too late, you will wait until the end of that current group's drop off/pick up time to then proceed up the driveway to drop off or pick up your child(ren).
- iv. Each morning every family will need to fill out the *Daily Checklist* - a google form that will come to your inbox each morning-for every child in their family (please be sure Christina Votra at c.votra@pinecobble.org has the correct email in order for you to receive this form each morning). This must be filled out **before** coming to drop off your child(ren). And, as you come to drop off your child(ren), you will need to show the form that comes to your email after you hit "submit" each day.

c. What if my child arrives after the school day begins or needs to be picked up before the school day is over?

- v. If your child arrives after the school day begins, you will need to pull into the visitor parking spots by the main circle outside Cluett House. Then you will need to call Christina Votra in the front office (413-458-4680 ext. 10) to tell her you are here. Christina will alert Nurse Jordanne, who will be in PPE, to come to the car and you will show Nurse Jordanne your child's *Daily Checklist* for that day. Once Nurse Jordanne checks that form, she will walk your child (if they are in beginners through fourth grade,) to their room, or if they are in fifth grade and up, Nurse Jordanne will simply watch them proceed to their entrance and on into their classroom.
- vi. If there is a health emergency, we will be calling you and asking you to come right away to pick up your child, and Nurse Jordanne, in full PPE, will escort your child to your car upon your arrival.
- vii. Being picked up early on any day will be very difficult. We ask that you not make arrangements for any appointments for your child during the school day. If you do need to drop off your child late or pick them up early for an appointment, please call the front office and pick up your child in front of Cluett House. If a child is picked up for an appointment during the day, they may not return to school after the appointment.

2. Is there ASK (After School Kids) this year?

- a. We are unable to offer ASK this year.

3. Will there be any after school clubs this year?

- a. We are unable to offer after school clubs this year.

Program

1. How do I communicate information to my child's teacher?
 - a. Please plan to email your child's teacher directly with any thoughts, questions or concerns around your child's experience in their classes as well as any social-emotional topics. If the information is about details like lunch orders, etc., please call or email Christina Votra in the front office at c.votra@pinecobble.org or at ext. 10
 - b. Christina will be able to get back to you in a more timely manner than your child's teacher. Please be mindful your child's teacher is teaching throughout the day.
2. Will my children still have specialist classes?
 - a. Students will still have specialist classes. One specialist will be in person with most cohorts for their class twice a week, and some classes will not have an in person specialist. All classes will have their specialist classes twice a week as they did this fall.
3. Will there still be a winter sports program/physical education classes?
 - a. We plan to continue elements of our outdoor program with use of the skating rink and sleds that can fit into our schedules during in-person learning.
 - b. Physical activity will remain a part of the day at Pine Cobble. In order to keep students safe while engaged in physically exerting activities, the outdoors will be used. Students will hike and do socially distanced forms of exercise with their classroom teacher that helps improve their strength and helps their mental well being.
4. Will there be team sports?
 - a. It will not be possible to have team sports at Pine Cobble for the 2020-21 school year.

Classroom Locations - If you don't know where your child's classroom is, please don't hesitate to reach out to Christina Votra in the front office at any time - extension 10 or c.votra@pinecobble.org

Remote Learning

1. What resources and programs will be used in the event the school needs to go remote?
 - a. iPads, Logitech Crayons, Seesaw, GoogleClassroom, headphones, keyboards (certain grades), school supplies.
2. Will the school maintain remote learning while in person?

- a. Students and families who are unable to attend classes on campus will be able to access our on-campus offerings remotely. Students and families will be able to access live and recorded videos of the direct instruction happening in the classroom and assignments through Seesaw and GoogleClassroom. Your child's classroom teacher and Mr. Wootton will be in touch on a regular basis with those who are doing remote access to our on campus program.
3. What if I do not feel comfortable sending my child to on-campus schooling and would like to opt for remote learning?
 - a. If you would like to change your child's status from in person to remote access please fill out the remote access form linked in the Messenger.
4. Who do I go to if I need tech support during remote learning?
 - a. For quick fixes, please contact your child's teacher. The teacher will be able to answer most questions, and will certainly direct you to Devin Wootton if they cannot answer your question.

Supplies

1. What does my child bring to school?
 - a. Lunch and snacks - Please send a **cold lunch** and snacks in an easy to clean box, unless ordering lunch from school. Microwaves for heating up lunches from home will not be available this year.
 - b. If your child is purchasing school lunch, please be sure to still send in a snack each day.
 - c. Water bottle. We have turned off the drinking part of our fountains but will continue to have the bottle filler functionality of our water fountains. Many classrooms also have sinks.
 - d. School books/iPad in a backpack.
 - e. Students should bring outdoor gear to and from school each day. Snow pants may remain on inside the buildings to help students stay warm..
 - f. Please, no stuffed animals, toys or blankets. Beginner families will hear from their classroom teacher about nap time supply needs.
2. Where will my child store the materials they need at the ready in class?
 - a. Each child will have a bin in which they will need to fit their backpack, lunch and any other small items. The bin is the size of a milk crate/filing box. Many/most books will stay home or be used only in school which will mean less going into backpacks each day.
3. Will my child still have a cubby?

- a. Every child will have a cubby and/or designated storage space, which will be primarily for extra clothes in case they are needed during the school day.

Lunch

1. Will there be a lunch program?
 - a. Yes, there will be lunch every day we are on campus. Please order the week before via the website.
 - b. If your child forgets their lunch on any given day, please call the main office at ext 10 and Christina Votra will add them to the school lunch order for that day.
2. Will my child eat in the lunchroom?
 - a. In order to keep students safe and mitigate risk, students will eat lunch in their classrooms this year or outside, as a class, socially distanced.
3. How does my child eat lunch with a mask on?
 - a. Students will be able to remove their masks to eat lunch while seated at a safe distance from one another and behind their desk shields. As spring approaches, eating outside six feet apart will become an option again.
4. May I send in birthday treats or other goodies from home for classroom events?
 - a. Please do not send in birthday treats or any other treats from home this year.

Community

1. Will there be assemblies this year?
 - a. Assemblies will continue to be offered on Monday's remotely from 2:00 - 2:30 p.m.
2. Will my child have recess with their own class or others?
 - a. Your child will have recess with their own class/cohort.
3. Will there be the buddy program this year?
 - a. We will be unable to have an in person buddy program this year, but are exploring options for on campus pen pals and/or buddy video chat.
4. Is the school calendar the same as the printed one we received? Where is the best place to find updated information?
 - a. Vacations and school closure dates are the same as printed on the school calendar that was mailed to parents.
5. Is there a PTG this year?

- a. The PTG has not been functioning at its normal capacity this year. For 2021-2022 we will return to a calendar of PTG events and scheduled PTG meetings.

Cleaning/Sanitation

1. What kind of cleaning supplies will the janitorial team use?
 - a. We supply classroom teachers and staff with needed cleaning supplies and our cleaning team does regular disinfecting of bathrooms during the day. We outsource spraying of the buildings each night after hours to sanitize rooms.

Metrics for Decision Making

1. What is the protocol for decision making around COVID - 19?
 - a. When a set of contagion events triggers a rapid rise in COVID cases in the four counties in which our students live, it becomes necessary for Pine Cobble to transition to remote learning. The case curve follows three stages:
 - i. Rise: a sharp increase in the number of COVID cases reported over 3-5 days or more, with an even greater underlying increase in the prevalence of COVID in the community.
 - ii. Plateau: the number of COVID cases (and underlying virus prevalence) levels off, stabilizes, and begins a slow decline.
 - iii. Drop: contagion events drop below a key transmission threshold, and reported COVID cases drop off sharply, decreasing comparably to their increase during the Rise stage.
 - iv. The Rise stage requires a shift to remote learning; the Plateau stage allows for the Outdoor Program to take place; the Drop stage allows for a return to in-person learning.
 - b. At all times, we will adhere to applicable rules and requirements set by Local, State and Federal officials, meeting or exceeding their level of safety.
2. Prior to our return on February 16th, we once again reviewed our guidelines and safety procedures. We conducted this review alongside the new CDC guidelines, and the alignment of our protocols with their data and research evidence is clear. While cases per 100,000 remain at or below 49, barring extenuating circumstances, Pine Cobble will maintain in-person learning. If the average of the four sending counties rises above that threshold in line with the CDC guidelines of 49/100,000, we will weigh all factors before moving to remote. If we go remote,

we will wait for the rise in case numbers to plateau, do PCR testing and return to in-person school as soon as case numbers drop below that threshold. For more information, please click [here](#).