



## **Covid-19 Safety Protocol for Faculty, Staff and Students 2021-2022**

### **Safety**

1. Will everyone have to wear masks?
  - a. For everyone's safety, masks will be worn at all times by students, faculty and staff - inside and outside.
2. Does my child have to bring their own mask or will the school supply masks?
  - a. Students and faculty/staff will be required to wear the masks provided by the school.
3. Will volunteers/visitors be allowed in the building at any time?
  - a. With pre-approval from Mr. Wootton or Mrs. Wells, volunteers/visitors will be allowed in the buildings and must be masked at all times with a mask provided by the school. An email to either Mrs. Wells or Mr. Wootton more than 24 hours in advance and a written response back is needed for any visitors. Any pre-approved visitor needs to come to Cluett House and sign in at the front desk, so in the event of needed contact tracing your name, date and time of visit is recorded.
  - b. At drop off and pick up times each day, parents will not be able to enter buildings. Teachers in grades beginner through first grade will be outside to greet students and help get them to their classrooms. Students in second grade and up will be dropped off in the designated locations and walk to their classroom from the parking lot. At pick up time, teachers will be outside and help get children to their parent's/guardian's car.
4. 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. We ask families to follow CDC and Massachusetts guidelines for travel. If you travel, follow CDC recommendations on testing and quarantine (<https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html>). Please be aware that those CDC and Massachusetts travel guidelines do change from time to time.
5. 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. Any siblings of the student with symptoms will also need to leave campus immediately. Any faculty/staff member with symptoms will need to leave campus immediately and bring their children with them. Any faculty/staff child with symptoms will need to leave campus immediately and the faculty/staff member will need to leave, too. 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.
6. What happens if there is a confirmed case of COVID-19 in my child's class?
  - a. Any siblings of the confirmed case will also need to leave campus immediately. Any faculty/staff member who is a confirmed case will need to leave campus immediately and bring their children with them. Any faculty/staff child who is a confirmed case will need to leave campus immediately and the faculty/staff member will need to leave, too. In the event of a confirmed case, we will implement contact tracing, the situation will be assessed, a decision made on timing of testing for all close contacts and whether the class and all other close contacts will go to remote learning. Please be prepared for your child, as a close contact, to go to remote learning for seven days.
7. 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.
8. How often will bathrooms be cleaned during the school day?
  - a. Our janitor will clean bathrooms each day and, if necessary, a second time during the day.
9. What happens if my child's teacher is sick? Will they teach remotely or will there be a substitute for them?
  - a. We will hire substitute teachers when a teacher is out. In the event it is not possible to hire a sub, remote teaching will be considered.

10. Will my Beginner child sleep on the same cot each day?
- a. Yes, beginners will be assigned cots and sleep on the same one each day.
11. What are the safety measures your teachers will follow?
- a. Everyone on campus will wear a mask while on campus as well as practice safe handwashing procedures.
12. 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 teachers in our OWLs program and RULER program along with continued focus on our school pillars will help in lessening anxiety. Teachers and our newly appointed Dean of Students will be ready to support your children each day; please stay in close communication with us as we partner in your child's learning.
13. Who should I reach out to if I have any questions?
- a. For questions please contact the front office. Anne Bona [a.bona@pinecobble.org](mailto:a.bona@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	8:00-8:30	12:00 - 12:15	3:15 - 3:30	3:30 - 3:45
<b>Lower School Lot/</b>		1st, 2nd, 3rd	B, Pre-K, K	B, Pre-K	1st, 2nd, 3rd,	B, Pre-K, K
<b>Cluett Circle</b>		4th, 5th			4th, 5th	
<b>Main Parking Lot</b>		6th, 7th, 8th			6th, 7th, 8th	

- a. Parents drop off and pick up their children in the parking lot. There will be designated staff available to meet beginner through first grade students in the parking lot and take them into the classroom. Students in second grade and up will be dropped off in the designated locations and walk to

their classroom from the parking lot. At pick up time, teachers will be outside and help get children to their parent's/guardian's car.

- 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.
    - iii. If you have children in different divisions of the school that have different drop off and pick up times, you may pick up/drop off all children in the earlier block of time.
    - 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 Anne Bona at [a.bona@pinecobble.org](mailto:a.bona@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?
    - i. 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 Anne Bona in the front office (413-458-4680 ext. 10) to tell her you are here. Anne will come out and greet your child, have you sign them in as late, and then help them get to class.
    - ii. If there is a health emergency, we will be calling you and asking you to come right away to pick up your child(ren).
    - iii. Being picked up early on any day is difficult. We ask that you not make arrangements for any appointments for your child during the school day. If you must, please plan to pick them up for the appointment and keep them home for the remainder of the day. Or, please keep them home until the appointment and bring them to school after their appointment.
2. Is there ASK (After School Kids) this year - morning and afternoon?
- a. Yes, early morning ASK is available at 7:30 a.m. each day. This will be in the dining room in Cluett House. You will sign your child into ASK with an adult when you pull up in the front circle of Cluett each day. Those on the

bus each morning will automatically go to early morning ASK and Mr. Wootton will greet the bus. Mr. Wootton will bring students to their classrooms from early morning ASK each day at 7:45 a.m.

- b. Yes, ASK will be available each afternoon until 5:30 p.m. The beginner - kindergarten students will be in the lower school building. The 1st - 3rd grade students will be in the art building and the 4th - 8th grade students will be in Cluett House. Pick up for all groups is by or before 5:30 p.m. For this pick up, parents will need to come into buildings, given the staggered pick up times with families arriving between 3:30 and 5:30 p.m. Please come in to let the teacher know you are here. You must be masked to enter the building and stay masked at all times while gathering your child(ren) and their belongings.

## **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 other details please call or email Anne Bona in the front office at [a.bona@pinecobble.org](mailto:a.bona@pinecobble.org) or at ext. 10.
  - b. Anne will likely be able to get back to you in a more timely manner than your child's teacher. Please be mindful that your child's teacher is teaching throughout the day.
2. Will my children still have specialist classes?
  - a. Students will have specialist classes either in the specialist teacher's room or, as often as possible, outside.
3. Will there still be a winter sports program/physical education classes?
  - a. We will have physical education classes, and, at this point, we do plan to have our winter sports program.
4. Will there be team sports?
  - a. We do plan to have our 6th - 8th grade soccer teams this fall. Students will be masked at practice and at games, and while traveling to away games on a bus. If we need to cancel the athletic competitions, we will communicate with the middle school families.

**Classroom Locations - Our classrooms have returned to where they were in the 2019-2020 school year.** If you don't know where your child's classroom is, please don't

hesitate to reach out to Anne Bona in the front office at any time - extension 10 or [a.bona@pinecobble.org](mailto:a.bona@pinecobble.org).

## Supplies

1. What does my child bring to school?
  - a. Lunch and snacks - Please send a lunch and snacks in with your child each day.
  - b. If your child will be staying for ASK, please send a snack for your child for the after school hours, as the school will provide one snack that is individually wrapped for each child, but beyond that one snack, any additional food needs to come from home.
  - c. **We will not be offering our school lunch program during the 2021-2022 school year. Please send your child with a lunch each day. Microwaves will be in each classroom to allow for heating food.**
  - d. 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.
  - e. School books in a backpack.
  - f. Students should bring outdoor gear to and from school each day. Snow pants, in the colder months, may remain on inside the buildings to help students stay warm.
  - g. Please, no stuffed animals, toys or blankets. Beginner families will hear from their classroom teacher about nap time supply needs.
2. 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. **No, there will not be a lunch program for the 2021-2022 school year.**
2. Will my child eat in the lunchroom?
  - a. Students and teachers will, as we did last year, eat in our classrooms or outside. Shields will be put up on desks when lunch is eaten inside. When lunch is outside, students will be guided to socially distance themselves.
3. 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 from 2:30-3:00pm. Students will be in their classrooms and speakers will join us remotely. If we can have a speaker come and speak to us outside, we will do that.
2. Will my child have recess with their own class or others?
  - a. Your child will have recess at the same time as other classes. Students will be outside playing in areas on campus by division of the school. Since we are going to have students outside at the same time, we will continue to wear masks while outside.
3. Will there be the buddy program this year?
  - a. We will not be running the buddy program this year, but will revisit it in the 2022-2023 school year.
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 with enrollment contracts. We have listed events we plan to hold this year. If those are not going to happen or happen in a different format, we will alert you to the changes and the changes will be posted on our website.
5. Is there a PTG this year?
  - a. We do plan to have a PTG and PTG events this year. Please look for information about how you can get involved.
6. Will there be field trips this year?
  - a. Day trips, the majority to outdoor locations, will happen this year. You will be informed by your child's teacher prior to any field trip.

## **Cleaning/Sanitation**

1. What is the cleaning plan for classrooms and bathrooms?
  - a. We supply classroom teachers and staff with needed cleaning supplies and each day the bathrooms will be cleaned.