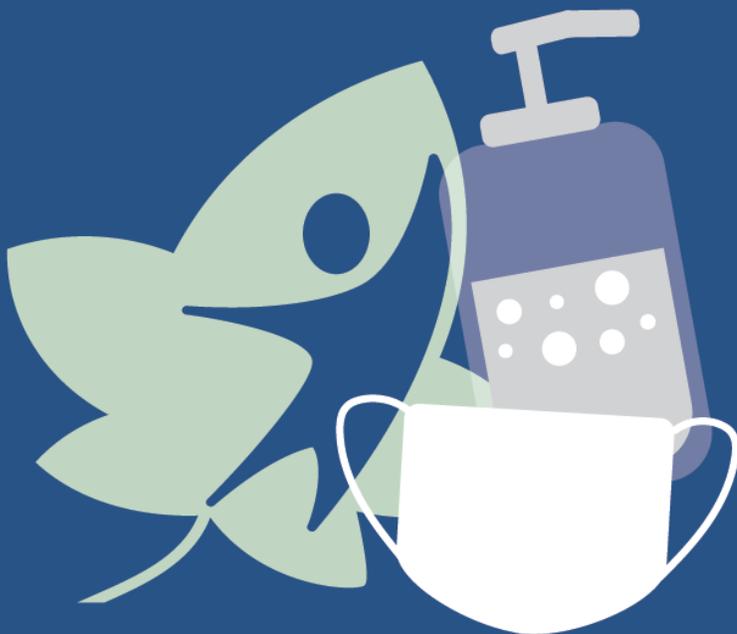


RETURN TO CAMPUS

Prevention, Preparedness and Response Plan

Updated November 11, 2020



**IVYMOUNT SCHOOL
MADDUX SCHOOL
OUTREACH**

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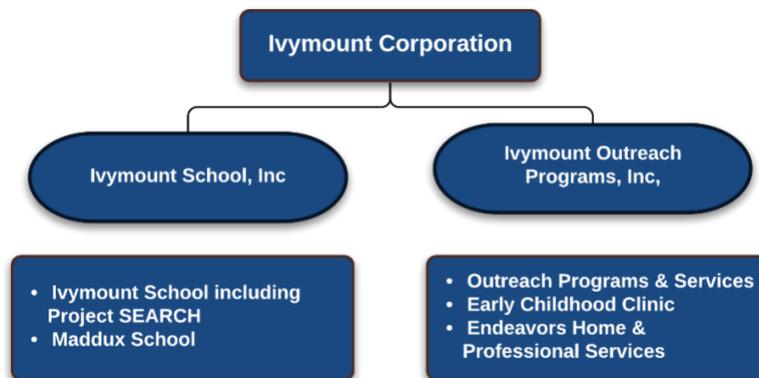


Introduction

The Ivymount, Maddux, and Outreach Community share a campus and core values. This year, faced with a pandemic, we also share the goal of a safe and healthy return to campus.

For almost 60 years, Ivymount has created nationally recognized programs and partnerships to meet our community needs. The goal of all our programs is to help children, students, and young adults achieve their highest level of development and independence. In addition to creating education and outreach programs, we form partnerships with outside organizations and researchers, often functioning as a training site to ensure that our effective and innovative approaches are widely disseminated and influence the broader field of education and special services.

The Ivymount Corporation, including Ivymount School, Ivymount Outreach Programs, and The Maddux School, pledges to take all appropriate steps to create a safe and healthy educational environment for students, families, and Staff during the COVID-19 Pandemic.



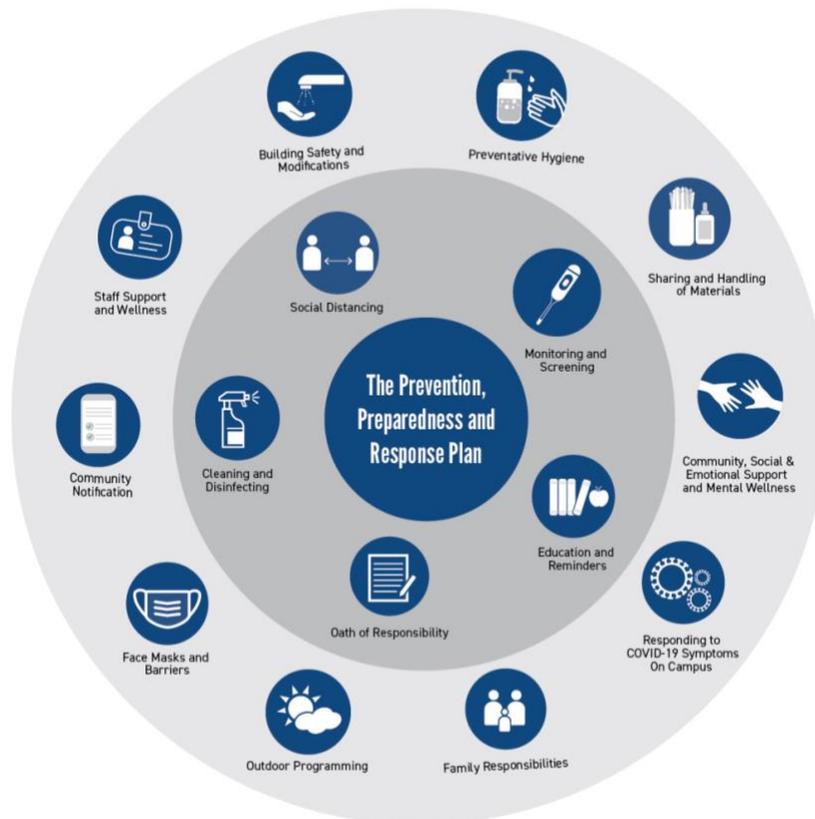
In developing a plan that considers prevention, preparedness, and response to COVID-19, our goal is to mitigate the risk of exposure within our community. This Plan is posted on our website and updated as needed. We have considered federal, state, and local laws, including the Americans with Disabilities Act (ADA), Occupational Safety and Health Administration (OSHA), and Department of Health regulations and requirements, as well as the Centers for Disease Control and Prevention (CDC), State of Maryland, and Montgomery County guidelines for the reopening of schools. (Please see the "References" section.)

While the risk of transmitting COVID-19 cannot be entirely eliminated, our Plan addresses the following recognized public health findings:

- COVID-19 is thought to spread commonly via respiratory droplets or aerosolized particles that are emitted when people talk, cough, or sneeze. When people are closer to each other than six feet, the droplets or aerosolized particles are more easily transmitted to others.

- COVID-19 may also spread through contact transfers. When people touch a surface or object that has the virus on it and then touch their mouth, nose, or eyes, they increase the chances for transmission.
- We have included three primary control methods based on the CDC's [Hierarchy of Controls](#) to reduce the risk of COVID-19:
 - Building engineering to remove hazards (e.g., improving ventilation, reducing the need to touch surfaces, increasing physical barriers);
 - Administrative controls to change the way people work (e.g., training and supervision of handwashing, reducing class sizes, reducing the number of people working in the building, creating scheduled transition/travel patterns); and
 - Personal protective equipment (PPE) for Staff and students/clients (e.g., masks, face shields, and clothing covers).

Our programs play a critical role in the educational, social, community, and mental health needs of our students and their families. A successful plan will be one that takes into consideration the diverse needs of our students, families, and Staff while mitigating risk. In this Plan, we outline a broad range of measures that will be taken as we return to campus. We will also continue to monitor federal, state, and public-school recommendations and decisions.



As new information and guidance related to COVID-19 become available or changes, we will quickly adjust our plans and update our procedures. Thus, this Plan is subject to change, and changes may be made with or without notice.



Community, Support, and Wellness

Ivymount, Maddux, and Outreach remain committed to supporting our community during this uncertain time. We recognize that each family, employee, and community partner may be affected by COVID-19 in different ways. Now, more than ever, we will practice compassion, perspective-taking, and flexible thinking as we support one another. We will ensure diversity, equity, and inclusion in our programs and advocate for these principles in our broader community as we all respond to the pandemic.

While we want to remain a welcoming place for all, maintaining a safe and healthy community is our top priority right now. Our campus will be closed for nonessential visitors. We ask families to limit their time on campus to drop off and pick up, and ensure this time is efficient and brief.

As we gradually return to campus, we are committed to ensuring our community remains connected while adhering to social distancing and small gatherings. We value our parent associations and will continue to partner with them and support their initiatives. As we look forward, we will work together to adapt and reimagine our annual calendar of events.

As a community, we will support each other. Social stigma can get in the way of effective and equitable health and educational responses. To combat stigma related to COVID-19, we will show empathy for Staff, family members, and students with COVID-19, as well as those who may have been exposed. We will base decisions on reliable health sources and adopt universal measures to keep ourselves and our community safe. As we care for the physical health of the Ivymount community, we must continue to meet the social and educational needs of our students.

We recognize that our skillful and dedicated employees are instrumental in our ability to continue to provide high-quality education services to our students. We are committed to staff support and wellness through benefits, information, and resources to support employees:

- Employees are provided with an [Interim COVID-19 leave policy](#). *This policy accommodates absences for prevention or illness without an adjustment to Staff leave bank or without a reduction in pay, if they have no more leave days. All salaried employees are eligible if unable to work as a result of COVID-19 (e.g., personal illness, self-quarantine, quarantine required for someone in their household). We will work with each employee based on their individual situation. If an employee's primary responsibility is not working with students, the employee will coordinate with their supervisor to outline a work-from-home agenda if applicable.*
- Employees are encouraged to access the Employee Assistance Program for counseling, resources, and support;
- Kaiser's Wellness Program continues to provide COVID-19 resources;
- If you think you are or may be in a high risk category because of your age or an underlying condition you may voluntarily contact Staff Services to request an accommodation or flexible work arrangement. Ivymount will keep all medical information confidential and will only disclose your high-risk status on a need-to-know basis.
- Employees with family care needs or health-associated risks can complete the [Request for Work Modifications](#). We want to remind employees to be familiar with their rights under the [Families First Coronavirus Response Act \(FFCRA\)](#).



Personal Responsibility

A safe return to campus starts with our community commitment to the shared responsibility to follow professional guidelines in order to mitigate the risk of COVID-19 transmission.

Self-monitoring, and screening for symptoms, as well as staying home when exposed, symptomatic, or diagnosed, is essential. Everyone in our community must also follow guidelines related to social distancing, wearing face masks, and staying healthy as part of daily life.

Staff and families will be asked to complete a Return to Campus form through our digital platform, Operoo. This form includes an Oath of Personal Responsibility. The Oath outlines the commitment of all members of the community to follow best practice guidelines related to COVID-19 to protect themselves and ensure we can maintain a healthy environment. We ask families to review this with their children.

These guidelines consist of:

- Monitoring health daily before coming on-site (i.e., checking temperature and observing for any [COVID-19 symptoms](#));
- Staying home when COVID-19 positive, **exposed** to someone with **confirmed COVID-19 or COVID-19-like illness**, or exhibiting one or more of the primary symptoms of COVID-19 *not due to another known health condition* as set forth in the [CDC Symptoms of Coronavirus](#);
- Reporting any symptoms of COVID-19 or risks of exposure;
- Washing hands regularly;
- Using respiratory etiquette, which includes covering a cough or sneeze with your elbow;
- Practicing social distancing;
- Wearing facemasks; and
- Adhering to federal, state and local guidelines related to COVID-19 including in regards to isolation, quarantine, social distancing, and crowd sizes.

Exposure is defined as having had close contact with an individual with COVID-19-like illness who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation) or an individual who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).

Close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated, regardless of whether the person with COVID-19 or the contact was wearing a mask or other PPE.

COVID-19-Like Illness is defined as any 1 of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell **OR at least 2** of the following: fever of 100.4 or higher, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, congestion or runny nose.

All Ivymount, Outreach, and Maddux community members share the responsibility of monitoring ourselves and our students for symptoms. By completing the Oath of Responsibility, Staff and families recognize the importance of monitoring their health and agree to engage in daily self-monitoring.



While Maddux, Ivymount, and Outreach have taken extensive actions to limit the potential for transmission of COVID-19, families and Staff are asked to acknowledge their understanding that transmission is still possible. Risks to any student or Staff include spreading or contracting the COVID-19 virus. The use of face coverings does not guarantee that individuals will not contract or spread disease or illness. The Return to Campus form will also ask Staff and families are returning on-site to confirm they have reviewed this plan and acknowledge the following information.

Prior to returning to on-site work, staff will acknowledge that they:

- Understand that any return to the workplace involves the risk of contracting COVID-19, which can lead to serious or fatal illness;
- Will comply with all applicable governmental orders and guidance in relation to the COVID-19 pandemic, including the requirement to wear face coverings while on campus and to not come to work should they experience symptoms of COVID-19 or has had close contact with a person diagnosed with COVID-19 or COVID-19 like illness;
- Will promptly inform Staff Services if they become aware of violations of any governmental or other workplace rules or regulations to promote a healthy environment, including the requirement to wear masks or not come to work when sick, or have any other concerns or suggestions pertaining to the safety of the workplace while they are on site; and
- Have read, understand, and will comply with the Prevention, Preparedness, and Response Plan, and have completed the related COVID-19 training modules for minimizing the risk of Exposure to COVID-19 in the workplace.

Before returning to on-site instruction, families will acknowledge that they:

- Understand that they can request that their child continues remote instruction;
- Understand the risks to their child of contracting COVID-19 while returning to on-site instruction despite the extensive actions taken by Maddux, Ivymount and Outreach and its employees to

prevent the spread of the disease, and with full knowledge of the risks posed by COVID-19, families are voluntarily choosing for their child to participate in on-site instruction/programming;

- Will comply with all applicable governmental orders and guidance in relation to the COVID-19 pandemic, including the requirement to wear face coverings while on campus and not to send their child to on-site programs, events or host outreach services in their home in the event their child or any household member is experiencing symptoms of COVID-19 or has had close contact with a person with COVID-19 or COVID-19-like illness;
- Will promptly inform their child's director if they become aware of violations of any governmental or other school rules or regulations to promote a healthy environment, including the requirement to wear masks or not come to campus when sick, or have any other concerns or suggestions;
- Have read, understand, and will comply with the Prevention, Preparedness, and Response Plan for minimizing the risk of COVID-19 at Maddux, Ivymount, and Outreach.



Face Masks and Barriers

Given the risk of the person-to-person spread of COVID-19 through respiratory droplets, we consider face coverings, personal protective equipment (PPE) such as face shields, and physical barriers to be important components of our prevention plan. However, they are not substitutes for other mitigation strategies such as physical distancing, frequent hand washing, staying home when ill, and cleaning of frequently touched surfaces. Portable, physical barriers, such as sneeze guards, will be used to reduce the risk of person-to-person spread based on the specific parameters of activity.

Face coverings are required in Maryland schools for all students older than 5 years of age and adults in school buildings, when not contraindicated due to a medical condition, disability, developmental immaturity, or other health or safety concerns. The CDC outlines this in their guide [for K-12 School Administrators on the Use of Masks in Schools](#). Maryland's [Guide for the use of Face Covering in Schools](#) further outlines this. For programs occurring in the home, face masks are required for all members of the household who are present in the home while services take place.

Face masks will be worn at all times by Staff, students, and any visitors or third-party contractors with the following exceptions:

- Students under the age of five (although masks are encouraged for all clients over the age of two);
- When contraindicated due to a medical condition, disability, or other health or safety concerns, as indicated by the [CDC](#) and [ADA](#) (Please contact your child's Program Director if you believe this exception applies your child. Staff should contact Staff Services if this exception is applicable);
- Anyone who has trouble breathing or is unconscious, incapacitated, or otherwise unable to remove a face covering without assistance; and
- While actively eating lunch and maintaining social distancing. Use of social distancing and barriers will be used as much as possible.

Masks are required on campus for Staff and students. However, in some cases, we may serve students on campus based on their disability who may not fully wear masks or remain an appropriate distance from

others without support. In these cases, additional precautions will be implemented such as increased PPE, staggered arrival/dismissal, and use of separate spaces and physical barriers.

Frequent reminders and education on the importance and etiquette of wearing face masks will be shared on our website, in newsletters, and on social media.

Personal Protective Equipment (PPE) such as masks, goggles, face shields, gloves, and clothing coverings may be provided to Staff based on the risk of being infected while working and job tasks that may lead to exposure and may be issued at the request of the individual. Should a staff member elect to provide their own PPE, they must follow our minimum requirements based on their position. Staff training will be provided on how to properly wear, clean, and dispose of the PPE.

All individuals, including those that elect to provide their own face covering, must follow the below face covering guidelines:

- Face coverings should have two or more layers of washable, breathable fabric.
- Face coverings should completely cover the nose and mouth and be secured under the chin.
- Face coverings such as bandanas, masks with respiratory valves, and gaiters are not acceptable since they are not reliable to prevent exposure.
- Face coverings should fit snugly against the sides of the face and should not have gaps.
- Be sure to wash hands before putting on a mask.
- Do not touch the mask when wearing it.
- To take off a mask, carefully untie the strings behind the head or stretch the ear loops. Handle only the ear loops or ties.
- Be careful not to touch eyes, nose, and mouth when removing and wash hands immediately after removing.
- Face coverings should be washed regularly and can be included with regular laundry. Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the covering. Use the highest heat setting and leave in the dryer until completely dry.
- Any disposable masks worn by Staff or students must be disposed of using designated waste receptacles.
- Face shields are NOT intended to replace face masks.



Social Distancing

Social distancing is a crucial component in preventing the spread of COVID-19 through droplets/aerosols. Everyone should stay at least 6 feet (about 2 arms' length) from others who are not from your household in both indoor and outdoor spaces. All Staff and students will be required to follow [social distancing guidelines](#), maintaining a minimum of six feet between each other, including during outdoor activities. Social distancing practices are subject to change based on evolving CDC and state and local guidance.

Social distancing is required on campus for Staff and students. However, in some cases, we may serve students on campus based on their disability who may not fully wear masks or remain an appropriate distance from others without support. In these cases, additional precautions will be implemented such as increased PPE, staggered arrival/dismissal, and use of separate spaces and physical barriers.

Program adjustments to allow for social distancing may include:

- Cohorting (often called podding) will be used to limit Staff and student contact. Staff and students will remain in a single cohort whenever possible to limit the number of people to whom each individual is exposed.
- Student transitions will be minimized. Teachers and therapists will rotate between classroom spaces, but students will not.
- Virtual instruction may be used by teachers when in buildings to protect cohorts.
- Teachers and therapists will adjust their physical proximity to students during instruction to social distance.
- Arrival and departure procedures will be adjusted (e.g., timing, use of multiple entrances, efforts to avoid mixing of cohorts when possible).
- Hybrid models of instruction may be used (e.g., two days remote, two days on-site).
- Nurses or administrators will meet students at their classroom doorways to administer routinely scheduled medication and provide virtual consultations whenever possible while on-site.
- When conducting in-person related service sessions, Staff and students will meet in a classroom or other large space (e.g., all-purpose room, library) or engage in virtual therapy while on site to reduce the mingling of cohorts.
- We will close communal spaces (e.g., playgrounds, gym, fitness, and occupational therapy rooms) or make communal areas available with a staggered schedule to ensure cleaning following each use.
- Extra Curriculum Specials (e.g., physical education, art, music) will be held in classrooms or outside as much as possible.
- For now, all field trips, community, and group events are canceled, as well as in-school jobs and businesses that require students to travel throughout the building.

Environmental adjustments to allow for social distancing may include:

- Classroom furniture will be positioned to maintain a minimum distance of 6 feet between students.
- Traffic patterns will be established in hallways and stairs such as one-way or split with designated direction signs.
- Transitions will be limited within the classroom and building to only essential places.
- Fewer students will occupy each classroom/homeroom.
- Visuals will be used to remind Staff and students to maintain appropriate spacing.
- A maximum number of individuals per space will be determined based on best practice guidelines.
- Elevator use will be restricted to essential trips only, and occupancy of elevators will be limited to one Staff and one student per trip.

Adjustments to normal operations to allow for social distancing may include:

- Physical distancing between Staff, including plans to avoid shared workspaces/offices. Flexible work hours (e.g., staggered hours) and worksite options (e.g., telework).

- Flexible or remote meeting options (e.g., classroom/student staff meetings, IEP meetings through Teams, etc.).
- Reduced enrollment in on-site Outreach activities. The number of sessions may increase so that group size can be reduced.
- Only essential visitors are allowed to enter the building.
- Ongoing training and education materials on the importance of preventative social distancing will be shared with families and students.



Preventative Hygiene

Special attention will be given to enhance everyday hygiene practices, including encouraging:

- Frequent and thorough hand washing (i.e., thorough and at least 20 seconds) including after entering school, before and after eating, after bathroom use, after playground use, when the situation necessitates and at minimum, every 90 minutes.
- Use of hand sanitizer in situations when water and soap may not be available (e.g., walking in/out of doors to the playground).
- Refraining from touching face, nose, and mouth.
- Using a tissue or elbow to cover coughs and sneezes.
- Using gloves for food handling and distribution of necessary materials.

Ongoing training and education materials on the importance of preventative hygiene will be shared with families and students.



Campus Safety & Modifications

We have invested in physical improvements and protocols to assist in mitigating the spread of the virus.

Reducing Surface Transmission

To prevent surface transmission (e.g., touching surfaces that someone else who may have COVID-19 has touched or coughed/sneezed on), the building has been upgraded to include touchless sinks, toilets, soap, and paper towel dispensers. Traffic patterns and our use of interior doors have been adjusted to reduce surface transmission as Staff and students move throughout the building.

Water Safety

We have engaged certified indoor environmental consultants to conduct water testing for [Legionnaire's disease](#) and have ensured all water systems and features are safe to use after the extended closure of our buildings. In addition, we have installed new water dispensers and touchless bottle fillers that filter the water.

Ventilation Health

In accordance with [CDC guidelines](#), our HVAC system maintenance plan includes the inspection and replacement of filters on a regular basis and inspection of the exhaust fan systems. In response to COVID-19, we have improved ventilation and airflow in the main building and young adult center by increasing outdoor air being brought into the building while maintaining temperature and relative humidity to keep the building comfortable. We are also running the ventilation systems for more extended periods. Currently, units are turned on two hours before anyone enters the building and turned off two hours after the last person leaves the building. In addition to increasing the air exchanges, we have also improved our central air filtration without diminishing airflow. The higher the Minimum Efficiency Reporting Value (MERV) on a filter, the fewer dust particles and other contaminants can pass through it. In the past, we have used MERV 7 and lower filters to increase airflow and reduce damage to our ventilation equipment. MERV 13 and higher filters are required to remove viruses from the air altogether, but these filters are not designed for commercial buildings. They can significantly reduce airflow and damage the ventilation equipment. We are currently using MERV 11 filters in both buildings. We, in collaboration with our HVAC vendor, have created a treatment protocol for the evaporator coils in our ventilation systems with an effective disinfectant against organisms on hard non-porous inanimate surfaces (including SARS associated with Coronavirus). The process of cleaning and treating the coils will be done every 12 weeks or as needed.

Cleaning and Disinfection

Cleaning and disinfecting our school spaces and materials will be conducted following the [CDC's guidance](#) while using Environmental Protection Act (EPA) registered products identified as effective against the COVID-19 virus. Cleaning procedures and schedules have been enhanced. We have increased the number of custodial Staff and outlined a cleaning and disinfecting schedule, including routine daily activities, evening activities, and response to event activities in the event that there has been a suspected or sick individual on site.

- Frequently touched surfaces (e.g., door handles, handrails, sink areas, bathrooms, and shared computer equipment) will be routinely cleaned throughout the day.
- Shared spaces or classrooms will be cleaned and disinfected in between use by different cohorts.
- Common equipment (e.g., copiers, microwaves, refrigerator handles) will be routinely cleaned throughout the day.
- If the playground is used, cleaning will be on a schedule based on use and at least once a day.
- Outdoor toys will be cleaned and sanitized between groups (e.g., sandbox toys, tricycles).
- Offices and public areas (e.g., lobby, conference rooms) will be cleaned daily.
- Cleaning products will be used safely according to the manufacturer's directions, ensuring adequate ventilation when using these products in the classroom. Cleaning products will be stored in a secure location.
- If transport vehicles are used, [bus transit operators' guidance](#) will be followed to clean and disinfect the vehicles.



Outside and Playground Use

Physical activity is an essential component of our student's education program. When possible, programming and instruction will occur outside with consideration for appropriate clothing and shelter.

Students may use playground equipment under close supervision only if they wear masks and maintain social distancing. Only one student cohort will be allowed to use the playground at a time. Students will wash their hands immediately after playing on the playground.



Sharing and Handling of Materials

We will minimize surface transmission by reducing shared materials. Students will avoid sharing work tools (e.g., scissors, pens/pencils, markers, whiteboards) when possible. Students and Staff will have access to adequate supplies to prevent sharing. When student work tools need to be shared, containers will be available for used items to be disinfected before the next use. Sharing materials such as a classroom game or physical education equipment will be limited, and materials will be cleaned between each use.

Staff will also avoid using shared work tools and equipment, including phones, desks, and offices. Teachers and therapists will minimize materials used in general and follow a clean desk rule.

Staff and students will minimize personal materials brought into the building (e.g., purses, backpacks) to the greatest extent possible and store them in designated areas. Student belongings will be stored individually in labeled containers, cubbies, or other designated locations.

When possible, a shift to electronic communication will be implemented to replace printed flyers, IEPs, and related documentation. Procedures for the distribution of classroom supplies will be analyzed to identify systems that will minimize surface transmission to the greatest extent possible.



Snacks and Meals

As much as possible, all student meals should be ready to eat and require minimal onsite preparation. Individual classrooms will use discretion in regard to refrigerator and microwave use and notify families of their policy. Staff and students will bring their own utensils, plates, cups, napkins or any other materials needed for meals. Communal food will not be allowed (e.g., snacks, potluck-style meals, or self-serve buffets such as coffee service).

Staff and students will follow social distancing procedures when eating in classrooms or designated lunch areas. Eating outside will be scheduled and encouraged as much as possible. Masks may be removed during snack/meal times and students will be required to maintain appropriate social distancing behaviors. Students will wash their hands before and after any food consumption.

Student jobs and student-run businesses that involve food handling will not be run.



Education and Reminders

With so many new expectations and procedures, training will play a key role in our successful return to campus. Staff training will explicitly cover all content areas in this Prevention, Preparedness and Response Plan. Staff will receive this training and be required to pass corresponding competencies. Staff and students will also receive ongoing training when necessitated by updates to expectations or procedures.

To support Staff and students in adhering to our new expectations and procedures related to COVID-19, we will use the following strategies:

- Include messages about preventing the spread of COVID-19 when communicating with Staff and families (e.g., school websites, in emails, and on [social media accounts](#)).
- Post clear signage, using text and visuals, posted in visible locations throughout the building.
- Provide ongoing training and supervision by administration while on site to ensure compliance with safety measures. Classrooms/Homerooms will also be assigned safety leads to ensure compliance and training.
- Provide any additional COVID-19 training required by state or local guidelines.



Monitoring and Screening

We follow the Maryland Department of Health's [Guidance for Temperature and Symptom Screening in Schools](#), including temperature checks, monitoring students for symptoms, and responding to screening questions. Procedures are individualized within each program based on factors such as: mode of transportation, ages, setting, and program schedule. Students whose programming falls under the oversight of the Maryland Office of Child Care (OCC) will follow OCC guidelines. Throughout this process, we will maintain confidentiality aligned with the ADA, the U.S. Department of Education, Family Educational Rights and Privacy Act (FERPA), and our internal privacy policies and ethics.

COVID-19 Health Screening Team

Staff and families should notify our COVID-19 Health Screening Team for any COVID-related health or policy questions using the following secure email addresses staffcovidreport@ivymount.org or studentcovidreport@ivymount.org. This team is comprised of members of our corporate leadership team and nursing staff. Our medical advisors support this team. Maddux, Ivymount and Outreach staff and families should expect to hear from these cross corporate Staff supporting programs corporate-wide.

Daily Self-Monitoring

Staff and families will be asked to self-monitor before coming on-site for daily instruction and/or occasional onsite activities by completing an online survey. The survey will be sent to your email each morning and responses will be monitored by the Health Screening Team. In the event that health concerns are identified when completing the survey, staff and families should also send an email to the Health Screening Team explaining the situation. For programs occurring in the home setting, all family members in the household will participate in in-person screening before staff enter the home.

Temperature Checks

All staff and families should be conducting temperature checks as part of the daily self-monitoring process before coming onsite to the Ivymount campus. School-administered monitoring and screening for students will be conducted upon arrival and throughout the day (i.e., student's temperature may be taken at least one more time or as the situation necessitates). Upon arriving on-site, program staff will take temperatures again and record that they do not have a temperature.

COVID-19 Testing

We have adopted a policy for organizational testing as part of our on-site mitigation strategies to identify cases quickly – especially asymptomatic individuals, and ensure early isolation. We request that all staff and students complete a PCR test and receive confirmation of negative results before their initial return to campus. We further request that all staff working on-site and all students participating in on-site instruction or activities complete testing regularly (i.e., 4-6 weeks) within specified testing windows and notify us of PCR test results. We will establish a testing schedule for the school year with special attention to school breaks and holidays when there is an increased risk of exposure to the virus. In addition, we will require testing when directed by the Health Department, after travel to designated high risk areas (see travel section below) or at our discretion based on the community's current health situation. Our Health Screening Team is available to work with individuals to overcome individual challenges or accommodations to this policy. We reserve the right to request universal testing at any time.



Travel

We ask that staff and families follow [Maryland's Expanded Out-of State Travel Advisory](#) issued November 10, 2020. In the expanded advisory, the Maryland Department of Health strongly recommends that all Marylanders refrain from nonessential travel outside of Maryland due to the recent increase in COVID-19 infections in other states. Marylanders are strongly advised against traveling to any state with a positivity rate above 10% or any state with average case rates above 20 per 100K. Anyone traveling from these states should get tested and self-quarantine while awaiting results. The District of Columbia, the Commonwealth of Virginia, the Commonwealth of Pennsylvania, and the States of Delaware and West Virginia are exempt from this recommendation

Rates are based on CDC data trackers.

A list of state COVID-19 test positivity rates can be found [here](#).

A list of state COVID-19 case rate per 100,000 over the past 7 days can be found [here](#).

We further ask that staff and families note the [CDC's high-risk travel areas labeled as Level 3](#) which includes foreign countries and U.S. territories. CDC also provides [information](#) by state, county, and city to determine if these areas are experiencing high levels of COVID-19.

Policy Regarding Return to On-Site Program Following Travel	
If	Then:
Staff or student plan to travel nationally to a state outside the D.C. Metro Area with a <u>COVID-19 test positivity rate BELOW 10%</u> or with <u>a case rate BELOW 20 per 100,000</u>	<ul style="list-style-type: none"> Upon return home, it is strongly recommended that the individual(s) that traveled get tested
Staff or student plan to travel internationally OR travel nationally to a state outside the D.C. Metro Area with a <u>COVID-19 test positivity rate ABOVE 10%</u> or with <u>a case rate ABOVE 20 per 100,000</u> (or area otherwise included in a state or local travel quarantine order)	<ul style="list-style-type: none"> Email staffcovidreport@ivymount.org or studentcovidreport@ivymount.org notification of travel plans. Upon return home, individual that traveled should get tested <u>and</u> self-quarantine until the test result is received. Individual must provide a negative test result for clearance to return to campus or before staff can enter the family's home for outreach services.
Household members* of staff or student travels internationally or nationally to a state outside the D.C. Metro Area with a <u>COVID-19 test positivity rate ABOVE</u>	<ul style="list-style-type: none"> It is recommended that the household member get tested upon return home and self-quarantine at home until the test result is received. Staff and students

10% or with a case rate **ABOVE 20** per 100,000 (or area otherwise included in a state or local travel quarantine order)

should limit close contact with the household member* as possible.

- If the family receives outreach services in the home, the family should email studentcovidreport@ivymount.org of travel plans. To resume services, the household member should get tested upon return home and provide a negative test result before staff can enter the family's home OR services will be paused for 14 days.

* Overnight guests should be treated like household members and it is recommended they get tested upon arrival to the area if visiting from another country or state



High-Risk Staff and Students

Staff and students with increased risk of severe illness from COVID-19 (and members of their households) should take extra precautions to protect themselves from getting COVID-19. [CDC identifies specific underlying medical conditions](#) that increase an individual's risk for severe illness and outlines considerations and precautions.

- Staff and students who are high risk or develop a medical condition that increases their risk due to COVID-19 may notify staffservices@ivymount.org or your director. All medical information will be kept confidential except on a need-to-know basis.
- Staff who are high risk or develop a new medical condition that increases the risk of severe illness resulting from COVID-19 are invited to notify staffservices@ivymount.org to request accommodations, flexibilities or support.
- Families of students who are high risk or develop a medical condition that increases the risk of severe illness resulting from COVID-19 may notify studentcovidreport@ivymount.org. The Health Screening team will work with families to develop a plan to identify needs, modifications, or options to address health concerns and limit the risk of exposure.
- Families with students who require a medical plan are asked to consult with their medical professional before returning to campus.
- Parents and guardians who have shared with us that a student or family member is at high risk will be required to send a letter to us acknowledging the increased risk of severe illness from COVID-19 before their child's return to campus.



Guidelines for Staying Home: COVID-19 Symptoms, Confirmed Case or Close Contact to COVID-19

Our policies and procedures below are based on [Maryland's Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like Illness in Schools, COVID-19 Guidance for Child Care Facilities, and CDC's Current Guidance Based on Community Exposure.](#)

Staff and students must stay home and promptly inform our Health Screening Team if they have a confirmed case of COVID-19 or symptoms of COVID-19-like illness and were on school grounds within two days before exhibiting symptoms or testing positive. Staff and students who have recently had close contact with a person with COVID-19 or COVID-19-like illness should also stay home, notify the Health Screening Team and monitor their health while speaking to their health care professional regarding the need for testing and a period of quarantine. For information on symptoms and how and when to seek additional medical care, please consult your health care professionals. [View CDC Guidelines.](#)

When we are informed of a case of COVID-19 or COVID-19-like illness, we will follow the process for identifying close contacts that occurred on our campus and begin the notification process in collaboration with the local health department. [Maryland's Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-Like Illness in Schools.](#) We are required under Maryland Annotated Code Health General 18-202 and COMAR 10.06.01.04 to immediately report any positive COVID-19 cases to Montgomery County's Disease Control.

Closure of a class, cohort, program, or the school may occur while investigating a situation or for an extended period as the situation necessitates. During the initial preventative closure, the following will occur:

- For COVID-19-like illness, the impacted staff member or family will work with their health care professional to determine the next steps related to testing or ruling out other specific diagnosis or pre-existing conditions
- Based on the situation, our Health Screening Team will work with the health department to determine if ongoing closure is needed
- Any individual in close contact (6 feet for more than 15 minutes) with the individual will be notified to follow [guidelines for exposure.](#)
- The Ivymount Community will be notified

Based on the outcomes, and in collaboration with our medical advisors and directives of the health department, we will:

- Quickly notify individuals whether or not they should continue to quarantine
- Determine when a class, cohort or program may resume on-site instruction
- Follow the directive of the health department to resume on-site programs or to extend closure for the full 14 days

Students will be provided distance learning whenever they are required to stay at home to await testing results/quarantine/isolate. Although the Early Childhood Center (ECC) is operating on-site, it is also prepared to provide tele-therapy and home services based on the situation.

How to Respond to Symptoms, Illness or Exposure to COVID-19	
	Stay home , reference the information below, and work with your health care professional to determine the next steps.
	Notify our Health Screening Team using the following secure email addresses: <ul style="list-style-type: none"> Staff should send an email to staffcovidreport@ivymount.org Families send email to studentcovidreport@ivymount.org
	Assist with contact tracing. Once notified via secure email, a member of the Ivymount Health Screening Team will contact you by phone or email to gather additional information. We will conduct initial contact tracing for Ivymount, Maddux, or Outreach related potential exposure. We will support the Montgomery County Health Department and Maryland Contact Tracing Team to identify close contacts on the Ivymount campus or in homes or other agencies while conducting outreach services.
	Check-In regularly during quarantine or isolation period using the secure email addresses listed above to report new symptoms, improvement of symptoms, or test results.
	Return to Campus only after receiving approval via email or phone call from a member of the Health Screening Team. They will provide you with clearance to return in consultation with our medical advisory team.

COVID-19 Like Illness (without Known exposure)			
<p>COVID-19-Like Illness is defined as: Any 1 of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell OR At least 2 of the following: fever of 100.4 or higher, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, congestion or runny nose.</p>			
<p>If you are experiencing symptoms that meet criteria for COVID-19-like Illness</p> <ul style="list-style-type: none"> Stay home and <u>isolate</u> . Consult with your Health Care Professional. Consider testing for COVID-19 through a PCR test or seeking evaluation to determine another specific diagnosis (e.g. Influenza, strep throat, otitis) by your Health Care Professional. 			
<p>PCR test confirmed Positive for COVID-19 ↓</p>	<p>No test or evaluation to confirm another specific diagnosis ↓</p>	<p>PCR test confirmed Negative for COVID-19 ↓</p>	<p>Health care professional determines that you have another specific diagnosis (e.g., influenza, strep throat, otitis) or that symptoms are related to a pre-existing condition*↓</p>
<ul style="list-style-type: none"> Stay home and isolate for at least 10 days from when symptoms first appeared AND until fever-free for at least 24 hours without 		<ul style="list-style-type: none"> Stay home and return when symptoms have improved, with no fever for at least 24 hours without fever-reducing medication 	

fever-reducing medication AND improvement of symptoms.	<ul style="list-style-type: none"> • Consider being retested if symptoms do not improve. • Close contacts do not need to stay home if they remain asymptomatic
<ul style="list-style-type: none"> • Close contacts should stay home for 14 days of last exposure • Follow <u>CDC guidelines for isolation</u> 	
If you are experiencing <u>only one new symptom</u> that does not meet the full definition of COVID-19-like Illness	
<ul style="list-style-type: none"> • If cough, shortness of breath, difficulty breathing, or the new loss of taste or smell consult your health care professional immediately and follow guidelines for COVID-19-like Illness • If one of the following symptoms: fever of 100.4 or higher, chills or shaking chills, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, congestion or runny nose, stay home and return when symptoms have improved, with no fever for at least 24 hours without fever-reducing medication • Monitor for other COVID-19 <u>symptoms</u>. Symptoms may appear 2-14 days after exposure to the virus. If you develop additional symptoms of COVID-19-like Illness, follow guidelines for COVID-19-like Illness 	

*Personalized guidance may be provided by the Ivymount Health Screening Team for pre-existing conditions

Known Exposure to Others with COVID-19-like Illness		
<p>Exposure is defined as having had close contact (i.e., within 6 feet for a cumulative total of 15 minutes or more over a 24-hour period) regardless of whether the person with COVID-19 or the contact was wearing a mask or other PPE) with an individual with COVID-19-like Illness who has symptoms (in the period from 2 days before symptom onset until they meet criteria for <u>discontinuing home isolation</u>) or an individual who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for <u>discontinuing home isolation</u>).</p>		
If you have Known exposure to someone with COVID-19-like Illness		
<ul style="list-style-type: none"> • Stay home and <u>quarantine</u> for 14 days after last exposure. • Follow all procedures in the <u>CDC's Public Health Guidance for Community Related Exposure</u> 		
If you had contact with someone <u>with a positive COVID-19 diagnosis and you receive a negative test result for COVID-19</u> ↓	If you had contact with someone <u>with a positive COVID-19 diagnosis and you receive a positive test result for COVID-19</u> test ↓	If you had close contact <u>with someone with COVID-19-like Illness and it is determined that individual does not have COVID-19 or that the symptoms are due to a different diagnosis</u> ↓
<ul style="list-style-type: none"> • Continue to stay home, and quarantine for 14 days from last exposure 	<ul style="list-style-type: none"> • Stay home and isolate for 10 days from positive test (i.e. stay in a separate room, use a separate bathroom). If you need to be around other household members, wear a mask and maintain social distancing (at least 6 feet) Close contacts should stay 	<ul style="list-style-type: none"> • You may return to work if you are symptom free

	<p>home for 14 days since last exposure</p> <ul style="list-style-type: none"> • If you develop symptoms, isolate for at least 10 days from when symptoms first appeared AND until fever-free for at least 24 hours without fever-reducing medication AND improvement of symptoms 	
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COVID-19 Positive Test
<p>If you show no symptoms for COVID-19 and have no known exposure BUT have tested positive during a screening test</p> <p>Stay home and isolate for 10 days from positive test (i.e. stay in a separate room, use a separate bathroom) per CDC guidelines. If you need to be around other household members, wear a mask and maintain social distancing (at least 6 feet)</p> <p>Monitor for COVID-19 symptoms. Symptoms may appear 2-14 days after exposure to the virus</p> <p>Close contacts should stay home for 14 days since last exposure</p> <p>Follow CDC guidelines for isolation</p>



Responding to a Sick Individual on Campus

Diligent self-monitoring and health screening of our Staff and students is essential in preventing anyone from experiencing COVID-19 symptoms while on-site. Should any individual become symptomatic while on-site, specific protocols have been developed to ensure the individual's safe care and maintain a healthy environment for other individuals on-site. The following will occur:

- The student or Staff will be safely isolated until they are able to go home. Additional PPE may be provided to the individual while in isolation.
- The locations and materials used by the symptomatic individual will be avoided until they have been thoroughly cleaned and disinfected.
- Ivymount School nurses or designated Maddux leadership will follow the standard and transmission-based precautions when isolating and sending symptomatic Staff and students home.
- The nurse or designated administrator will wear the appropriate PPE when interacting with the individual.
- Any individual experiencing symptoms is expected to leave campus as soon as possible.
- Families are expected to pick up their children immediately if they exhibit symptoms while on site and to contact their own health care providers for guidance. Contact information for emergency contacts must be current. To update emergency contact information, Ivymount families should email studentservices@ivymount.org and Ivymount Staff should email nurses@ivymount.org. Maddux and Outreach families and Staff should email their Director. Families are asked to have a contingency plan arranged should they not be able to pick up their child themselves.



Criteria, Considerations, and Conditions On-Site Programming during the COVID-19 Pandemic

Close and continuous collaboration between our leadership team, our Board of Directors, local and state health authorities, and our professional partners is essential in the decision-making process. Our decision to resume on-site programs balances the safety and well-being of our entire Ivymount community, as well as how well our plan can mitigate the health risks to students and Staff from multiple jurisdictions across Maryland (MD), Virginia (VA), and the District of Columbia (DC). The Ivymount Board of Directors will make final decisions based on school leadership recommendations and our professional partners in compliance with federal, state, and local laws, as well as national and local guidelines for the reopening of schools.

We will follow the health metrics to guide school re-opening provided by the [Maryland Department Health](#) (see page 2, FIG 1) with adjustments and additional considerations based on our vulnerable students' needs and our programs' high staff-to-student ratio. We will also take into consideration the [CDC indicators for dynamic school decision making](#).

Key criteria we will use to make determinations regarding phased school reopening will include:

- [MD Health Metric's new cases](#) per 100K averaged over the past seven days; and
- Monitoring for MD and MC; and a blended figure based on weighted seven day averages across MC, PGC, FC, and the DC (proportionally distributed based on Ivymount staff and student population.)

Other criteria we will consider include:

- [CDC risk levels](#) for cases per 100K with a cumulative total for 14 days;
- Trends in transmission following local, national, and international school reopening;
- Availability of community resources such as testing capacity, contact tracing capacity, ability to identify community spread;
- Availability of Ivymount, Maddux and Outreach resources such as sufficient PPE, building health and readiness, staff availability, transportation to/from public schools; and
- Comfort level of Ivymount, Maddux and Outreach community members including Staff, families, Board of Directors, and public schools.

As new information and guidance related to COVID-19 become available or changes, we will quickly adjust our plans and update our procedures. Thus, this Plan is subject to change, and changes may be made with or without notice.



References

Centers for Disease Control and Prevention

- [Clinical Presentation in Children](#)
- [Discontinuation of Isolation for Persons with COVID-19 Not in Healthcare Settings](#)
- [FAQs for Schools](#)
- [Interim Guidance for Businesses and Employers Responding to Coronavirus 2019](#)
- [People Who Are at Higher Risk for Severe Illness](#)
- [People Who Need to Take Extra Precautions. - People at Increased Risk for Severe Illness](#)
- [People with Certain Medical Conditions.](#)
- [Public Health Guidance for Community Related Exposure](#)
- [School Bus Guidance](#)
- [School Cleaning Guidance](#)
- [Social Distancing](#)
- [Symptoms of Coronavirus](#)
- [The Centers for Disease Control and Prevention \(CDC\)](#)
- [Travel Guidance](#)
- [Center for Disease Control Hierarchy of controls](#)

United States Department of Education

- [FERPA and the Coronavirus Disease 2019 \(COVID-19\) Privacy](#)
- [Supplemental Fact Sheet Addressing the Risk of COVID-19 in Preschool, Elementary and Secondary Schools While Serving Children with Disabilities](#)
- [Addressing the Risk of COVID-19 in Schools While Protecting the Civil Rights of Students](#)

Maryland Department of Health

- [Maryland Health Department](#)
- [Coronavirus Disease 2019 \(COVID-19\) Outbreak](#)
- [Frequently Asked Questions: Coronavirus Disease 2019 \(COVID-19\) and Older Adults](#)
- [Maryland State Local Health Department COVID-19 Contacts](#)

Maryland State Department of Education

- [Maryland Together: Maryland's Recovery Plan for Education](#)
- [The Maryland State Department of Education technical assistance guidance](#)
- [COVID-19 Guidance for Child Care Facilities](#)
- [Guidance for Use of Cloth Face Coverings in Schools](#)
- [Student Transportation](#)

Maryland State

- [Maryland Strong: Roadmap to Recovery](#)
- [COVID-19 Guidance for Maryland Schools](#)
- [Response to a Laboratory Confirmed Case of COVID-19 and Persons with COVID-19-like Illness in Schools and Decision Aid \(PDF\)](#)

Health Department

- [Montgomery County Department of Health and Human Services](#)
- [Montgomery County Reopening Requirements for Nonpublic Schools](#)

Other Departments of Education

- [Virginia's Return to School Plan](#)
- [District of Columbia's Return to School Plan](#)

Other

- [EPA Disinfectants for Use Against SARS-CoV-2 \(COVID-19\)](#)
- [National Association of School Nurses](#)
- [The American Academy of Pediatrics COVID-19 Planning Considerations: Guidance for School Re-entry](#)