



HUDSON | MONTESSORI
SCHOOL

Hudson Montessori School – Operating Plan for Summer 2021

TABLE OF CONTENTS

SUMMARY.....	2
CREATE-YOUR-DAY OVERVIEW.....	3
CAMP EXPLORE OVERVIEW.....	9
ENRICHMENT AND ACTIVITY CAMPS OVERVIEW.....	12
OVERVIEW OF PLANNING AND OPERATIONS.....	16
FACE COVERINGS.....	17
HEALTH PROCEDURES AND SAFETY PROTOCOLS.....	18
DISINFECTING, SANITIZING, AND CLEANING.....	21
CONCLUDING THOUGHTS.....	22

SUMMARY

After extensive planning, and in conjunction with advisements from the Ohio and Summit County Departments of Health, Hudson Montessori School will continue to operate Summer Camp programming in 2021. Our decision to continue camp recognizes the need to put the safety of our campers and staff at the forefront. During the current climate of the COVID-19 Pandemic, we recognize that an equilibrium must now exist between the following three aspects: 1) HMS must operate with many safeguards and procedures in place; 2) for our campers' families and staff, the risk of being in a group setting must be worth the reward of being able to interact again with peers in an educational and social setting; 3) Every family and/or staff member must make their own determination on whether those inherent risks are acceptable. If any summer family does not feel comfortable, and wishes to withdraw, a full-refund will be processed and given to them, minus the processing charge. Please contact Tim McQuait, the Auxiliary Programs Coordinator at camp@hudsonmontessori.org.

Thankfully, our classrooms at HMS are already well-equipped to handle the challenges now posed by the COVID-19 Pandemic. With our academic classrooms having both interior and exterior doors, we can effectively quarantine and provide separate camp experiences for our students per the parameters of the Ohio Department of Health. We look forward to once again providing a service to our families in the greater Hudson area, as well as to continuing our mission to foster a Montessori educational environment conducive to each child's unique qualities and abilities. After being in-person since we resumed camps in July 2020, and remaining in-person throughout the current academic year of 2020-2021, we feel confident in our approach to this summer's camps.

The following information will help guide us and our families as we seek to restore a normal routine for our staff and campers by mitigating potential risk. Although intended to be complete and thorough, edits and changes may be needed as we progress through the summer. This document will be updated accordingly to meet the demands of new circumstances or communication from the Ohio or Summit County Departments of Health (SCDH).

CREATE-YOUR-DAY CAMPS OVERVIEW

Dates

Monday, June 14 – Friday, August 13, 2021

Hours

Camp Hours: 9:00am – 4:00pm daily

Assisted Arrival: 9:00 – 9:15am

Assisted Departure: 3:45 – 4:00pm

Lead Staff Members

Ashley Plassard, Director

Chris Frantz

Prisca Ngolo

Katie Torres-Welch

Elizabeth Wargo

Emma Jensen

Carmen Wright

Locations

Each family will be notified of their camp's room assignment. Possibilities include:

- Ms. Hamilton's Room
- Ms. Albing's Room
- Ms. Virgil's Room
- The Activity Room

Communication and Contact Information for Families

Auxiliary Programs Coordinator: Tim McQuait

Email: camp@hudsonmontessori.org

Auxiliary Programs' Cell Phone: (330)267-9883; Available: 8:00am – 4:30pm, Mon-Fri

- Please text if contacting during evenings, after camp ends, or on the weekends

If you wish to speak with an individual camp staff member, please contact the Auxiliary Programs' Office first via the email or phone number above.

Snack and Lunch

- Each camper is responsible for bringing a packed lunch, 1-2 snacks, and a water bottle.
- Snack will be eaten at a designated "Snack Table" just as we have done in the past.
 - Upon completion of the meal, the table will be appropriately sanitized to prepare for the next child's use.

- Whenever possible, lunch will occur outside in one of many outdoor areas: courtyard, picnic table area, side access driveway, and the back wooded area.
 - If indoors, the tables will be sanitized before and after a student sits down to eat.

Assisted Arrival and Departure

Our welcoming procedures, along with the additional mandates for health screening and hand hygiene, are in accordance with state and SCDH. They reflect the need for social distancing and minimizing contact.

Arrival Carline in the Morning (9:00 – 9:15am)

- Assisted arrival for CYD Camp takes place from 9:00 – 9:15am each day
- Please refrain from using cell phone and other mobile devices.
- Walk-up arrivals cannot be accommodated, drive-up arrival only.
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings
- All children in kindergarten and above are all required to wear masks within the HMS building; for children under kindergarten, wearing a mask is suggested but optional.
 - This in consultation of the guidance we have been hearing from the local health department and educational agencies since the majority of children (especially the age range that attend camps during the summer at HMS) have not yet been able to be vaccinated.
 - If a child is vaccinated, they do not need to wear a mask.
- Each child should be screened for any health concerns or temperature by the parent prior to arrival
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
 - Carline will form at the south access driveway, right before you reach the main building.
 - Should it be raining heavily or inclement weather, please come to the main front door instead; this allow campers to get into the building faster and they will be guided by staff members stationed in the school.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time
 - We will no longer be taking individual temperatures, please conduct a general wellness observation of your child at home.
 - Also, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
 - After the health screening is completed, your child may unbuckle the seat on their own, or they will be assisted by our staff.

- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

Late Arrival (After Carline Ends at 9:15am)

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
 - Auxiliary Programs' Cell (please call or text) – (330)267-9883
- At the late arrival time, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building.
 - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section, and they will then take your child into HMS.

Departure Carline for Campers Departing after a Morning in CYD Camp (11:30am or Noon)

- Assisted departure for morning campers takes place at 11:30am (if you choose to have your child leave before eating lunch) or at Noon (if you choose to pickup your child after they eat lunch) – please inform Tim McQuait at camp@hudsonmontessori.org for your preference during camp
 - For those campers who are attending other camps in the afternoon at HMS but attending morning CYD prior to going to those aforementioned camps, they will be guided to their other camp once their previous CYD camp concludes by a camp staff member.
- Please refrain from using cell phone and other mobile devices.
- Walk-up departures cannot be accommodated at this time; please remain in your car and join the carline
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings
- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated “buckle-up” location that is designated by the sign in front of the HMS Middle School building.

Arrival Carline for Campers Arriving for an Afternoon in CYD Camp (Noon)

- Assisted arrival for afternoon campers takes place at Noon

- For those who are attending other camps in the morning at HMS and then attending CYD camps in the afternoon, they will be guided to CYD camp once their previous camp concludes by a camp staff member.
- All children in kindergarten and above are all required to wear masks within the HMS building; for children under kindergarten, wearing a mask is suggested but optional.
 - This in consultation of the guidance we have been hearing from the local health department and educational agencies since the majority of children (especially the age range that attend camps during the summer at HMS) have not yet been able to be vaccinated.
 - If a child is vaccinated, they do not need to wear a mask.
- Each child should be screened for any health concerns or temperature by the parent prior to arrival
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
 - Carline will form at the south access driveway, right before you reach the main building.
 - Should it be raining heavily or inclement weather, please come to the main front door instead; this allow campers to get into the building faster and they will be guided by staff members stationed in the school.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time
 - We will no longer be taking individual temperatures, please conduct a general wellness observation of your child at home.
 - Also, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
 - After the health screening is completed, your child may unbuckle the seat on their own, or they will be assisted by our staff.
- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

Departure Carline in the Afternoon (3:45 – 4:00pm)

- Assisted departure for CYD Camp takes place from 3:45 – 4:00pm each day
- Please refrain from using cell phone and other mobile devices.
- Walk-up departures cannot be accommodated at this time; please remain in your car and join the carline
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings

- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated “buckle-up” location that is designated by the sign in front of the HMS Middle School building.

Early Departure (Before Carline Begins at 3:45pm)

- Please notify Auxiliary Programs Office if you need to pick-up your child early with your exact time of departure.
 - Auxiliary Programs’ Cell – (330)267-9883 (Please call or text)
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building. Wait until the staff and your child come outside.
 - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same departure carline procedures outlined in the previous section.

Drop-Off for Before-Care Hours or Pick-Up for After-Care CYD Camp Hours

- *Dropping off campers before 9:00am or picking up campers after 4:00pm is not permitted, unless you are signed up for Before and/or After-Care in advance*
 - The Library will be the location for both before and after-care.
 - Our staff members use the 8:30 – 9:00am and 4:00 – 4:30pm timeslots to appropriately clean and prepare the classroom environment for the day ahead
- **Before-Care Drop-off (7:30 – 9:00am)**
 - requires parents to bring their child directly to the after-hours entrance, which is left turn around the building when entering from the south side access driveway.
 - Please hit the doorbell on the door, and a member of our staff will come to greet you and take your student into before-care
- **After-Care Pick-Up (4:00 – 5:30pm)**
 - requires parents to bring their child directly to the after-hours entrance, which is left turn around the building when entering from the south side access driveway.
 - Please hit the doorbell on the door, and a member of our staff will come to greet you and bring your student to you.
 - Most days, we will be outside on the playground playing – there will be a sign on the door directing you to come to the playground for pickup instead

What to Bring to Create-Your-Day Camp?

- Packed Lunch
 - Lunchbox should also contain 1-2 snacks to eat during the day
- Water bottle
- A complete change of clothes
- Prepare to Be Outdoors
 - One of the best ways to have a group of people together is to spend ample time outdoors. With appropriate spacing, being outside allows us to take a break from wearing masks. In consultation with the Summit County Department of Health, being outside is a much safer environment where the virus is not likely to last, given the ample sunlight and temperatures that summer brings.
 - Please bring the following each day and/or have your campers leave these in their respective cubby for the remainder of the week at camp:
 - Raincoat
 - Hooded jacket/sweatshirt for cooler mornings/days
 - Boots/shoes that can get muddy and are water-resistant
 - Sunscreen and a sunhat if needed
- Face mask along with 1-2 extras to use as spares if needed

CAMP EXPLORE OVERVIEW

Dates

Monday, June 28 – Friday, August 6, 2021

Hours

Camp Hours:

- Complimentary Before-Care & Arrival: 7:30 – 9:00am
- Camp Explore: 9:00am – 4:00pm
- Complimentary After-Care & Departure: 4:00 – 5:30pm

Locations

The Middle School's Garden Lane Building – which is dedicated to mathematics, science, and the Middle School's microeconomy business during the school year. It is the first building on the right when turning onto Garden Lane from Darrow Road (Route 91).

Lead Staff Members

Joe Slanina, Director

Erin Brennan, Assistant and Before/After Care Attendant

Communication and Contact Information for Families

Auxiliary Programs Coordinator: Tim McQuait

Email: camp@hudsonmontessori.org

Auxiliary Programs' Cell Phone: (330)267-9883 (Hours – 8:00am – 4:30pm)

- Please text if contacting during evenings, after camp ends, or on the weekends

If you wish to speak with an individual camp staff member, please contact the Auxiliary Programs' Office first via the email or phone number above.

Snack and Lunch

- Each camper is responsible for bringing a packed lunch, 1-2 snacks, and a water bottle.
- Snack will be eaten at a designated "Snack Table" just as we have done in the past.
- Whenever possible, lunch will occur outside one of many outdoor areas that are suitable for lunchtime: courtyard, picnic table area, side access driveway, back wooded area.

Assisted Arrival and Departure from Camp

Our welcoming procedures, along with the additional mandates for health screening and hand hygiene, are in accordance with state and SCDH guidelines. They reflect the need for social distancing and minimizing contact.

Arriving for Camp Explore

- Arrival may occur anytime between 7:30am and 9:00am, because before-care is complimentary and included with tuition.
- Families may park along the lane and walk their camper(s) to the door there where they will be greeted by a member of our staff
- Please refrain from using cell phone and other mobile devices.
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings
- All children in kindergarten and above are all required to wear masks within the HMS building; for children under kindergarten, wearing a mask is suggested but optional.
 - This in consultation of the guidance we have been hearing from the local health department and educational agencies since the majority of children (especially the age range that attend camps during the summer at HMS) have not yet been able to be vaccinated.
 - If a child is vaccinated, they do not need to wear a mask.
- Each child should be screened for any health concerns or temperature by the parent prior to arrival
 - We will no longer be taking individual temperatures, please conduct a general wellness observation of your child at home.
 - Also, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

Late Arrival (After Carline Ends with Camp's Start Time)

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
 - Auxiliary Programs' Cell (please call or text) – (330)267-9883
- At the late arrival time, please pull up alongside the building on Garden Lane and walk up to the door with your camper(s)
 - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section.

Departing Camp Explore

- Arrival may occur anytime between 4:00 – 5:30pm, because after-care is complimentary and included with tuition.
- Families may park along Garden Lane and walk up to the Garden Lane building to the door there where they will be greeted by a member of our staff and receive their camper(s).

Early Departure (If leaving before the end of the camp day)

- Please notify Auxiliary Programs Office if you need to pick-up your child early with your exact time of departure.
 - Auxiliary Programs' Cell – (330)267-9883 (Please call or text)
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the Garden Lane building on Garden Lane. Please park and come to the door of Garden Lane
 - A staff member will be waiting for your arrival. They will follow the same departure carline procedures outlined in the previous section.

What to Bring to Create-Your-Day Camp?

- Packed Lunch
 - Lunchbox should also contain 1-2 snacks to eat during the day
- Water bottle
- A complete change of clothes
- Prepare to Be Outdoors
 - One of the best ways to have a group of people together is to spend ample time outdoors. With appropriate spacing, being outside allows us to take a break from wearing masks. In consultation with the Summit County Department of Health, being outside is a much safer environment where the virus is not likely to last, given the ample sunlight and temperatures that summer brings.
 - Please bring the following each day and/or have your campers leave these in their respective cubby for the remainder of the week at camp:
 - Raincoat
 - Hooded jacket/sweatshirt for cooler mornings/days
 - Boots/shoes that can get muddy and are water-resistant
 - Sunscreen and a sunhat if needed
- Face mask along with 1-2 extras to use as spares if needed
- Swimsuits/Water Clothes for Kayaking (We will tell you days Kayaking will occur so you are prepared)
 - This includes swimsuit and closed toe footwear with heel strapping/coverage (ie, no flip flops but Crocs would be okay as long as they are secure.)

ENRICHMENT AND ACTIVITY CAMPS OVERVIEW

Dates

Monday, June 14 – Friday, August 13

Hours

Camp Hours: Vary According to Individual Camp

Assisted Arrival for Morning or All-Day Camps: Begins 15 minutes prior to camp's start time

Assisted Arrival for Afternoon Camps: Begins 15 minutes prior to camp's start time

Assisted Window Departure: 15 minutes after conclusion of camp (For Morning, Afternoon, and All Day Camps)

Locations

Each family will be notified of their camp's room assignment. Possibilities include:

- Spanish Room
- Middle School's Garden Lane
- Ms. Blatnik's Room
- Clay Studio
- Ms. Laura's Room
- Ms. Shannon's Room
- Gymnasium

Communication and Contact Information for Families

Auxiliary Programs Coordinator: Tim McQuait

Email: camp@hudsonmontessori.org

Auxiliary Programs' Cell Phone: (330)267-9883 (Hours – 8:00am – 4:30pm)

- Please text if contacting during evenings, after camp ends, or on the weekends

If you wish to speak with an individual camp staff member, please contact the Auxiliary Programs' Office first via the email or phone number above.

Snack and Lunch

- Each camper is responsible for bringing a packed lunch (if in an all-day camp or if wanting to stay for lunch in CYD), 1-2 snacks, and a water bottle.
 - An email will be sent to parents prior to camp if any additional materials are needed that are specific to that particular camp
- Snack will be eaten at a designated "Snack Table" just as we have done in the past.

- Whenever possible, lunch will occur outside one of many outdoor areas that are suitable for lunchtime: courtyard, picnic table area, side access driveway, back wooded area.

Assisted Arrival and Departure from Camp

Our welcoming procedures, along with the additional mandates for health screening and hand hygiene, are in accordance with state and SCDH guidelines. They reflect the need for social distancing and minimizing contact.

Assisted Arrival Carline (15 Minutes Before Start of Camp)

- Assisted arrival for non-CYD camps takes place from 15 minutes prior up to the start of that camp
 - for example, if a camp begins at 9:30am, campers may arrive as early as 9:15am and as late as 9:30am to join carline
- Please refrain from using cell phone and other mobile devices.
- Walk-up arrivals cannot be accommodated, drive-up arrival only.
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings
- All children in kindergarten and above are all required to wear masks within the HMS building; for children under kindergarten, wearing a mask is suggested but optional.
 - This in consultation of the guidance we have been hearing from the local health department and educational agencies since the majority of children (especially the age range that attend camps during the summer at HMS) have not yet been able to be vaccinated.
 - If a child is vaccinated, they do not need to wear a mask.
- Each child should be screened for any health concerns or temperature by the parent prior to arrival
- Lunchbox/backpack items go under/in-front/immediately beside the car seat where the child is seated
- Forming a carline behind the other families, please drive your car alongside the curb closest to the building.
 - Carline will form at the north access driveway, after you reach the main building.
- A member of our staff will come to your car and greet you and the student. Please both remain seated and buckled in at this time.
 - We will no longer be taking individual temperatures, please conduct a general wellness observation of your child at home.
 - Also, if the child does not look well, or appears to be sick, we reserve the right to not allow camp attendance.
 - After the health screening is completed, your child may unbuckle the seat on their own, or they will be assisted by our staff.

- As soon as your child has exited the vehicle and is accompanied by one of our staff, you may begin to exit the driveway.
- Staff members will guide the child to wash and clean their hands thoroughly upon arrival.

Late Arrival (After Carline Ends with Camp's Start Time)

- As soon as you know you will be arriving late, contact the Auxiliary Programs Office with the exact time of your arrival.
 - Auxiliary Programs' Cell (please call or text) – (330)267-9883
- At the late arrival time, please pull up alongside the curb closest to the building and stop at the main door.
 - A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same arrival carline procedures outlined in the previous section, and they will then take your child into HMS.

Departure Carline (11:45am – Noon or 3:15 – 3:30pm)

- Assisted departure for non-CYD camps takes place from 11:45am – Noon for Morning Camps and 3:15 – 3:30pm for All-Day Camps each day
- Please refrain from using cell phone and other mobile devices.
- Walk-up departures cannot be accommodated at this time; please remain in your car and join the carline
- Vaccinated Parents/guardians do not need to wear face masks when on-campus, but are asked to wear masks inside buildings
- Please wait in the car as your child will be walked to your car once you have reached the front of the carline.
- Once your child is in your vehicle, please pull up to the designated "buckle-up" location that is designated by the sign in front of the HMS Middle School building.

Early Departure (If leaving before the end of the camp day)

- Please notify Auxiliary Programs Office if you need to pick-up your child early with your exact time of departure.
 - Auxiliary Programs' Cell – (330)267-9883 (Please call or text)
- The office will help coordinate the necessary arrangements with camp staff to insure your child is ready for departure.
- When your departure time arrives, please pull up alongside the curb closest to the building and stop at the side access driveway that is right before you reach the main building. Wait until the staff and your child come outside.

- A staff member will be waiting for your arrival and will come out as soon as your vehicle is visible outside. They will follow the same departure carline procedures outlined in the previous section.

Drop-Off Before Camp Hours or After-Care Camp Hours

- Dropping off campers before the 15 minute window of the start of camp or picking up campers 15 minutes after camp is not allowed, *unless you are signed up for Before and/or After-Care in advance*
 - The Library will be the location for both before and after-care.
- **Before-Care Drop-off** (as early as 7:30 – start of camp at 9:00am or 9:30am)
 - requires parents to bring their child directly to the after-hours entrance, which is left turn around the building when entering from the south side access driveway.
 - Please hit the doorbell on the door, and a member of our staff will come to greet you and take your student into before-care
- **After-Care Pick-Up** (3:00pm to as late as 5:30pm)
 - requires parents to bring their child directly to the after-hours entrance, which is left turn around the building when entering from the south side access driveway.
 - Please hit the doorbell on the door, and a member of our staff will come to greet you and bring your student to you.
 - Most days, we will be outside on the playground playing – there will be a sign on the door directing you to come to the playground for pickup instead

Attending Multiple Camps in Day?

- In certain instances, students may attend multiple camps in a day
 - For example, one could go to a morning enrichment camp then go to CYD until the afternoon when their parents could pick them up then; or, a camper could go to CYD for the morning and then enrichment camp in the afternoon
 - In either case, the student would be led between the two camps by a HMS staff member; arrival/departure rules for the carline would still apply for the beginning and ending of their respective camp days

OVERVIEW OF PLANNING AND PREPARATIONS

Hudson Montessori School has gone to great lengths to create the most thoroughly prepared plan as possible, given guidance given to us by the State of Ohio and the Summit County Department of Health. These protocols have been created to serve as a complement to our existing programming while mitigating risks and insuring safety for all families, campers, and staff.

Resources

[Ohio Department of Health - Coronavirus](#)
[CDC – Coronavirus](#)

Staff Training

- Summer Staff will review all of the information contained within this document and will refer to this document throughout the summer.
 - During preparations leading up to the beginning of camp, staff members will be thoroughly rehearsed in the procedures including practicing scenarios and camp day walk-through exercises.

Inter- and Intra- Communication Among Summer Staff

- To ensure campers do not come in prolonged contact with students from other camps, summer staff members will rely heavily on walkie talkies to communicate movements with other camps.
 - Examples:
 - Going out for recess
 - Moving outside for an activity/lesson
 - Using the gym if there is sustained inclement weather
 - This communication will be paramount in ensuring camps intermingle and maintain their separation throughout the camp week as much as possible in a socially distanced manner.

FACE COVERINGS

Face Coverings

- Per the CDC, “Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Cloth face coverings are not surgical masks, respirators, or other medical personal protective equipment.”

Summer Staff

- Although the majority of our staff are vaccinated, we will wear masks as an example for our campers. Staff will wear masks at the following times:
 - When indoors, except when eating/drinking
 - Helping a student or staff member who is or appears to be sick
 - When using school transportation (if scheduled/registered)
- Staff should supply their own face coverings
- Staff do not need to wear masks outside so long as they maintain social distancing; we will be trying to be outside as much as possible during the day and as it relates to each camp’s curriculum.

Children

- Campers are required to wear masks at the following times:
 - When Indoors, except when eating/drinking
 - When using school transportation (if scheduled/registered)
- The Summit County Health Department recommends the wearing of masks by children, because the majority of children are not yet vaccinated, especially in school/congregate settings.
 - All children in kindergarten and above are all required to wear masks within the HMS building; for children under kindergarten, wearing a mask is suggested but optional.
 - This in consultation of the guidance we have been hearing from the local health department and educational agencies since the majority of children (especially the age range that attend camps during the summer at HMS) have not yet been able to be vaccinated.
 - If a child is vaccinated, they do not need to wear a mask.
- Children should come to camp with their own face coverings. We recommend having 1-2 as extra in case they sneeze or touch it repeatedly.
- Children do not need to wear masks outside so long as they maintain social distancing; we will be trying to be outside as much as possible during the day and as it relates to each camp’s curriculum.

Parents/Guardians

- Parents/Guardians are currently not allowed in the building while camp is occurring since Ohio guidelines want us to minimize the amount of traffic within the building to create the safest environment possible.

HEALTH PROCEDURES AND SAFETY PROTOCOLS

Health Screenings

- A vital cog in the safety process is conducting daily screenings each day and observing any changes to the overall condition of each child and staff member throughout the day

Health and Temperature Screening Procedure

- If a staff member or camper meets any of the following conditions, they will be unable to attend HMS programming.
 - Any temperature that exceeds 100 F.
 - Any of the following symptoms of COVID-19 as outlined by the CDC:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
 - And additional symptoms or potential indicators as the CDC learns more about the novel virus .
 - Had contact with someone in the previous 14 days that had a confirmed case of COVID-19.
 - Is currently being treated or advised that they are may have COVID-19.
 - Have traveled out of country or to another state that is seeing a spike in COVID-19 cases.

Self-Screening

- Staff will self-screen prior to arrival each day and will be screened upon their arrival by another staff member.
- Parents should self-screen and also screen their children each day prior to their arrival.
- Throughout the day, staff will observe and note any changes to the appearance or any changes to the overall condition of each child and fellow staff member.
 - We reserve the right to request anyone to return home if they are perceived to be ill, even if they do not have an elevated temperature.

Suspected Illness or COVID-19 at School

Children Exhibiting Illness and/or COVID-19 Symptoms

- Students who become ill or begin showing COVID-19 symptoms will need to go home as soon as possible; please be accessible on the numbers given to us in the summer camp health release form.
- They will be removed immediately from the general student populace into a quarantined room along with a staff member; both will be wearing a mask.
 - Quarantine Room: Main Office's Conference Room
 - Back-Up Quarantine Room: Art Room
- Parents will be contacted immediately by summer and/or main office staff.
 - A staff member will supervise the child until the parent's arrival, and they will meet the parent with the child at the external door of the quarantine room upon their parent's arrival.
- After the child is under the care of their parent/guardian, the quarantine room will be sanitized and clean accordingly.
- In order for the child to return, they must have a note from their medical provider stating they do not have COVID-19 and/or a test that confirms that they are negative; if a child exhibits COVID-19 like symptoms, we unfortunately have to presume they have it for the general wellness of the community until proven otherwise.

Staff Exhibiting Illness and/or COVID-19 Symptoms

- Staff who become ill or begin showing COVID-19 symptoms will need to go home immediately.
- In order for the staff member to return, they must have a note from their medical provider stating they do not have COVID-19 and/or a test that confirms that they are negative; if a staff member exhibits COVID-19 like symptoms, we unfortunately have to presume they have it for the general wellness of the community until proven otherwise.

Potential Exposure to COVID-19 Outside of School

- If a staff member or student has come into close contact with someone outside the school who has a confirmed case of COVID-19, they will be required to self-quarantine for the recommended 10 days per CDC guidelines.

Potential Exposure to COVID-19 Within School

- If a staff member or child becomes diagnosed with COVID-19, everyone in that particular room, who came in contact with that person, within the past 14 days, will be notified and need to self-quarantine for 10 days according to the guidelines posted by the CDC.
 - In addition, HMS will seek the appropriate counsel and guidance from the State of Ohio and Summit County Health Departments. HMS will also conduct an extensive cleaning and sanitizing process of the room(s) in question.

Maintaining Physical Distancing

- The state of Ohio and Summit County Health Department has advised that although maintaining 3-feet distancing is ideal, it is not necessarily the reality when working with children, especially those who are younger in age.
- As a result, the most important criteria that is easier to manage and control is room occupancy.
 - We are self-enforcing having no more than 16 campers per room, with two staff in attendance.
 - Camps will not interact directly with other camps; each will interact as its own entity.
 - Physical distance will be monitored throughout the day among the campers.

Handwashing

- The state of Ohio and Summit County Department of Health has long stated that handwashing is one of the best ways to mitigate and prevent the potential contraction of COVID. To that end, handwashing will be prioritized heavily throughout the day.
 - Instances Where Handwashing Would Occur:
 - Arriving to the classroom
 - Both at the beginning of the day and returning to the classroom from recess, outdoor activity, etc.
 - Transitions between Activities/Materials in the Classroom
 - Before/After Handling Food
 - If touching eyes/nose/mouth area since that is entry way for the virus into our bodies.
 - The CDC recommends [five steps to effectively wash hands correctly](#):
 - **Wet** your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
 - **Lather** your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
 - **Scrub** your hands for at least 20 seconds. Need a timer? Hum the “Happy Birthday” song from beginning to end twice.
 - **Rinse** your hands well under clean, running water.
 - **Dry** your hands using a clean towel or air dry them.
 - The CDC also provides the [science behind handwashing](#) as well on its website.
 - HMS is well-equipped to make regular handwashing very feasible since each classroom has age-appropriately sized sinks in both the main classroom and the bathroom.
- Using hand sanitizer is another option when handwashing is not as feasible; it also requires 20 seconds of rubbing the gel/alcohol product until the entire hand is moistened then dried through rubbing.

DISINFECTING, SANITIZING, AND CLEANING

HMS will continue to adhere to its standards of routine cleaning, sanitizing, and disinfecting procedures. Many of the same procedures are a part of our regular care of the environment, as inspired by the Montessorian approach, will continue to serve us well in this pandemic climate.

Cleaning materials will consist of disinfectants that are proven to be effective in killing the COVID-19 virus. We utilize several different ones in accordance with the environment and material that needs sanitizing. We follow the EPA's criteria when choosing the right [EPA-registered](#) disinfectant to use and the correct application associated with each. One of the substances we possess has been regularly used by us for end-of-day cleaning for years.

Routine Cleaning

- The following will be cleaned at least once per day per the most recent recommendations:
 - Surfaces and materials that are frequently touched.
 - All bathrooms
 - True to the Montessori method, we will rely upon observation to determine additional areas/materials that need cleaning as the day progresses. It will be a continuous monitoring process.
- At the conclusion of the day, the room will be thoroughly cleaned by our staff prior to leaving; later, a professional cleaning company will further clean the room in the evening. Then again upon returning in the morning, our staff will wipe and clean down high-touch common areas to prepare the safest environment for incoming campers.

Cleaning and Use of Playground Equipment

- Per consultation with the Summit County Department of Health, being outside is one of the best ways to stave off the virus; the virus has a maximum lifespan of 10 minutes outside given summer sunlight, temperature, and air-flow. As a result, contracting it outside is very minimal.
- Between uses by other groups/camps, the playground equipment will remain unused for 15 minutes prior to another group's use; this will allow the natural sanitation of our equipment without the use of cleaning materials
 - If it is a cooler day, or one with not as much sunlight, we will complement this waiting period with additional cleaning protocols.

Cleaning a Room if an Infected/Diagnosed COVID-19 Person has Attended Camp

- This could potentially apply to either a student or staff member who contracted or was diagnosed with COVID-19 while attending or soon after they attended camp
- [Per CDC guidelines for schools/daycares](#), we would take the following approach:

- “Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.”
- “Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared equipment used by the ill persons, focusing especially on frequently touched surfaces.”
- “If it has been more than 10 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is not necessary.”

CONCLUDING THOUGHTS

We hope you have found this operating manual for Summer 2021 comprehensive and detailed in its nature; it is our intent to make as many unknowns known in this new climate we find ourselves as we confront the COVID-19 pandemic. It is our intent to make this summer one of our best yet, because we treasure our role in providing a return to normalcy for your children, where they can once again interact with their peers in the supportive, safe, and familiar environment of Hudson Montessori School.

If you have any questions or comments concerning the information contained here within, we welcome your feedback and input. Please contact Tim McQuait, the Auxiliary Programs Coordinator via email at camp@hudsonmontessori.org, by phone at (330)267-9883 (between 8:00am – 4:00pm during the summer), or via text on the Auxiliary Programs’ Cell at (330)267-9883 after-hours. We envision this document will be edited and revised as we go throughout the summer as we continue to heed information passed on to us by the appropriate organizations and applicable governmental agencies, and as we observe the best practices firsthand as Montessori professionals.