

MADDUX

RETURN TO CAMPUS

Prevention, Preparedness, and Response Plan



Table of Contents

3 Overview

4 Shared Commitment To Health

5 Family Checklist

6 The Prevention, Preparedness, and Response Plan

7 Prevention

- Monitoring and Screening
- Face Masks
- Social Distancing
- Preventative Hygiene

11 Preparedness

- Sanitation
- Building Modifications
- The Maddux Zone
- Maddux Cohorts
- Arrival/Dismissal
- Managing Difficult Moments

14 Response

- Onsite Exposure Response



Overview

The Ivymount Corporation, including The Maddux School, Ivymount School, and Ivymount Outreach Programs, pledges to take all steps possible to create a safe and healthy educational environment for students, clients, and staff.

By developing a plan that considers prevention, preparedness and response to COVID-19 our goal is to mitigate the risk of exposure within our community. Our plan considers federal, state, and local laws, including ADA, OSHA, and Department of Health regulations and requirements, as well as, Centers for Disease Control and Prevention (CDC), State of Maryland, and Montgomery County guidelines for reopening of schools. While this risk cannot be completely eliminated, our plan addresses the public health findings:

- COVID-19 is thought to spread via respiratory droplets or aerosolized particles when people are in close proximity to each other (within 6 feet) when they talk, cough, or sneeze.
- COVID-19 may spread through contact transfers by people touching a surface or object that has the virus on it and then touching their own mouth, nose, or eyes.

Our plan includes control methods based on the CDC's [Hierarchy of Controls](#) to reduce the risk of COVID-19:

- Building engineering to remove hazards (e.g., ventilation, reducing need to touch surfaces and increased physical barriers);
- Administrative controls to change the way people work (e.g., training and supervision of hand washing, reducing class sizes, fewer people working in the building and scheduled transition/travel patterns); and
- Personal Protective Equipment (PPE) for staff and students/clients (e.g., masks, face shields and clothing covers).

Under COMAR (Code of Maryland Regulations), we are required to follow any special instructions issued by the Maryland Secretary of Health and local health officers to prevent and control the spread of infectious diseases, including COVID-19. As new information and guidance related to COVID-19 becomes available or changes, we will quickly adjust our plans and update our procedures.

Family Checklist



Sign the Oath of Personal Responsibility



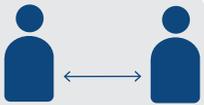
Self-monitor by taking temperature prior to leaving home and monitoring for COVID symptoms



Follow Maddux drop-off and pickup procedures



Encourage and support wearing of face masks



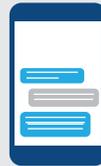
Model social distancing practices



Provide a packed lunch that does not require reheating



Keep student home if they are sick



Pick up student immediately if notified they are sick or exhibiting symptoms of illness



Report any incidence of individuals living in the home who have tested positive for COVID-19 or have been exposed to COVID-19, with or without symptoms

(Email: studentcovidreport@ivymount.org)



Minimize non-essential travel and notify Maddux of international travel or to local/national hot spots

Shared Commitment to Health



Oath of Personal Responsibility

A safe return to campus starts with our commitment to the shared responsibility of following professional guidelines to mitigate the risk of transmission of COVID-19. Self-monitoring and screening for symptoms along with staying home when exposed, symptomatic or diagnosed is essential. Everyone in our community must also take steps to follow guidelines related to social distancing, wearing face masks in public, and staying healthy as part of daily life. The Maddux School will provide frequent reminders to staff and families to complete daily self-monitoring.

Staff, families, and students (when appropriate) will sign an Oath of Personal Responsibility before returning to campus. The Oath outlines the commitment to follow best practice guidelines. These guidelines consist of:



Monitor health daily prior to coming on campus



Stay home when sick



Report any symptoms or risks of exposure



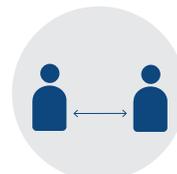
Wear face masks



Wash hands regularly



Use respiratory etiquette



Practice social distancing

The Prevention, Preparedness and Response Plan

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.



Prevention



Monitoring and Screening

Each member of the Maddux Community is required to self-monitor by taking their temperatures before leaving home and checking for symptoms. Upon arriving to campus, students will complete a daily health screen, including answering a series of questions before having temperatures taken by a Maddux Staff member. Students must have a temperature of <100.4 to be allowed to come into school. Students will also be monitored for symptoms throughout the day.

Staff and students should stay home if they show COVID-19 symptoms, have tested positive for COVID-19, or have recently had close contact with a person with COVID-19. Based on Maryland Guidelines, staff and students should stay home if they exhibit:

- Any 1 of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell, fever of 100.4 or higher OR
- Any 2 of the following: chills or shaking, muscle aches, sore throat, headache, nausea or vomiting, diarrhea, fatigue, and congestion or runny nose

Staff and families must communicate their status to The Maddux School. Confidential, secure email accounts are established to receive reports from staff and students who have been exposed to COVID-19 or are positive for COVID-19 with or without symptoms.

- Staff should send an email to staffcovidreport@ivymount.org
- **Families should email studentcovidreport@ivymount.org**

Prevention



Face Masks

To keep our community safe and healthy, and in line with CDC guidelines, all staff and students will be required to wear face masks during the school day. Face coverings are required in Maryland Schools for all students ages 5 and above and are encouraged for students over the age of 2. We will work with all of our students to encourage proper usage.

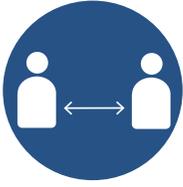
Face mask must be worn at all times with the following exceptions:

- while eating lunch and socially distanced
- during highly structured and supervised mask breaks outside and socially distanced
- when contraindicated due to a medical condition, disability or other health concern
- anyone unconscious or incapacitated

Families may provide their own masks as long as they fit snugly over the nose and mouth area. Face coverings such as bandanas, masks with respiratory valves, and gaiters are not acceptable since they are not reliable to prevent exposure.

The Maddux School wants all students to be successful and to be able to enjoy the in-person experience. We will work closely with families before returning to campus to prime students for these new expectations. Open and honest communication about student success and areas of need as related to mask-wearing will occur frequently. Students who consistently struggle with these expectations and are not responding to interventions put in place will be asked to participate in the distance learning plan until they can consistently wear a mask.

Prevention



Social Distancing

All staff and students will be required to follow social distancing guidelines, maintaining 6 feet between each other, including during outdoor activities. Program and environmental adjustments to allow for social distancing include:

- Use of cohorts to minimize staff and student contact
- Minimized student transitions
- Staggered arrivals and dismissal
- Classroom furniture positioned with a minimum distance of 6 feet between students
- Staggered schedule for communal spaces to ensure cleaning following each use
- Classes will be held outside as much as possible
- Specials held in classroom virtually to minimize staff working across grades
- Visuals to prompt appropriate spacing



Preventative Hygiene

A large focus will be placed on frequent and thorough hand washing throughout the day. At a minimum, students will be required to wash their hands at the following times:

- Upon arrival
- Before and after eating
- After using the bathroom
- After playground use
- Upon returning to the classroom
- After coughing, sneezing and blowing noses
- After any touching of face or mask

We will use hand sanitizer when water and soap are not available (e.g., walking in/out of doors to the playground). Frequent reminders will be made not to touch face, nose, and mouth and to use tissue or elbow to cover coughs and sneezes.

Prevention



Sharing and Handling of Materials

To further minimize the transmission of germs between students, the sharing of materials will be prohibited. Students should plan to return to school with the materials provided for the distance learning plan so that he/she will have the necessary workbooks, manipulatives, and academic supplies needed to participate in learning that day. Student belongings will be stored individually in labeled containers, cubbies or other designated areas.



Playground Use

Physical activity is an essential component of our students' education program, including our playgrounds. Students may use playground equipment only if social distancing is maintained and under close supervision. 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.



Meals

All food consumed by students during snack and lunch must be provided from home. Food must come ready to eat – no access to microwaves or additional food preparation will be provided. Students will eat at their desks when in classrooms or in identified learning spaces when outdoors. Masks may be removed during these times as long as students maintain appropriate social distancing and behaviors. Students will wash their hands before and after any food consumption.

Preparedness



Sanitization

We will use EPA registered products identified as effective against the COVID-19 virus to clean and disinfect surfaces and materials. We have increased the number of custodial staff and enhanced our cleaning and disinfecting schedule.

- Frequently touched surfaces (e.g., door handles, banisters, sink areas, bathrooms, 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
- Playground will be cleaned at least once a day
- Outdoor toys will be cleaned and sanitized between groups
- Offices and public areas (e.g., lobby, conference rooms, and bathrooms) will be cleaned daily



Building Modifications

We have made a number of modifications to our building to address the potential for transmission of COVID-19 on surfaces and through the air.

- Installed touchless sinks, toilets, soap and paper towel dispensers, and water bottle fillers
- Adjusted traffic patterns and use of doors
- Posted signage and reminders for masks, handwashing, and social distancing
- Improved ventilation and airflow with upgraded filters, disinfected equipment, and extended ventilation hours

Preparedness



The Maddux Zone

We have carefully examined all locations in and around the Maddux Wing and have identified a number of additional spaces that will be “zoned” for use by The Maddux School only. The addition of these spaces has allowed us to significantly cut down on the number of bodies that come in contact with a space at any point in time. Each grade level will have 2 identified classroom spaces – one for each cohort, a staff room for each grade level, one bathroom for each grade level and a specified space to be used as a “health room” should the need to isolate any sick individual arise.



Maddux Cohorts

Each grade level will be split into 2 smaller cohorts consisting of between 5-8 students. Teachers in the grade level will teach across both cohorts within the grade level, but the students in the cohorts will not mix. Within the classroom, student desks and learning spaces will be spread out to allow a minimum of 6 feet in between one another. Additionally, plexi-glass desk shields and table separators will be available as needed.

Preparedness



Arrival/Dismissal

Arrival and Dismissal times will be staggered to allow for a decrease in the number of bodies traveling through hallways. In order to keep the arrival process efficient, it is imperative that students arrive during their assigned block of time. Families who arrive early will be asked to park until their arrival/dismissal time. **If a child is going to be late or needs to be picked up early, parents should call the following number to alert admin staff: (240)505-9337.**

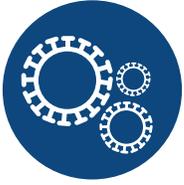


Managing Difficult Moments

The Maddux School prides itself on working with students to identify, practice, and maintain the behaviors and social skills necessary to manage difficult moments successfully. Each cohort classroom space will have an identified area for students to access should they find themselves faced with a difficult moment and need a break. Teachers and staff will work with students to manage these moments as best they can within the health and safety restrictions imposed due to COVID-19.

The Administration will work closely with students, families and classroom teams to identify the safest and most effective ways to help students remain successful. Should a student continuously struggle to manage his/her behavior within these parameters successfully, he/she may be asked to move to the Distance Learning Plan while Administration works with all parties to assess and identify what additional supports/strategies might be available.

Response



Onsite Exposure Response

We have developed protocols to ensure that individuals who become symptomatic while on-site are safely cared for while we maintain a healthy environment for others. The protocols include:

- The Maddux School leadership will follow standard transmission-based precautions when caring for symptomatic staff and students
- A separate space has been designated should the need to isolate a sick individual arise
- The locations and materials used by a symptomatic individual will be closed for use until they have been thoroughly cleaned and disinfected
- Any individual experiencing symptoms is expected to leave campus as soon as possible. Families are expected to pick up their students immediately if they exhibit symptoms while on-site.
- Emergency contacts will be required. Families must arrange a contingency plan if they are not able to pick their child

In the event of an on-site exposure, we will communicate with families and staff in a timely and transparent manner while following FERPA privacy rules.

Families and staff will receive communication from The Maddux School via Constant Contact emails and our CrisisGo app.