KEYSTONE MONTESSORI
COVID-19 PROTOCOLS FOR SCHOOL REOPENING

The CDC and AZ Department of Education recommend that reopening decisions be driven by the current level of COVID-19 spread in the community. The protocols are based on CDC guidelines, outlined by the CDC as Steps Two and Three. Step Two protocols, which include enhanced social distancing measures, will be used until guidance from Arizona officials indicates that a movement to Step Three protocols, which include relaxed social distancing measures, is appropriate.

The following protocols will be implemented.

I. REOPENING PROCESSES

A. PROTOCOL IMPLEMENTATION STAFFING ASSIGNMENTS

1. At the School level, our office manager will coordinate all messages to students, parents, staff, and the community regarding reopening, possible closure, and other COVID-19 related information. The office manager will ensure there are a sufficient number of posters with messaging on hand washing and covering coughs and sneezes to be placed throughout sites and posters at site entrances, reminding individuals not to enter if sick.

2. Administration will coordinate social distancing protocols, including ensuring that student and staff schedules, as well as facilities, allow for implementation of the protocols.

3. Keystone Montessori will be in charge of the implementation of cleaning protocols, including ensuring that sufficient cleaning supplies are available to janitorial staff and, as appropriate, students and staff.

4. A designee will coordinate and implement the protocols set out in Sections III. and IV. of this document for screening students and staff. That individual will be responsible for:

- Communicating any reported case of COVID-19 among the school population to Office Manager.
- Informing the Head of School, if absences of students and staff, indicates that there might be a cluster of respiratory related illnesses.

5. The Special Education Director and 504 Coordinator will coordinate with site-based case managers to ensure that the needs of special education students and students with special needs are being met in the context of implementing these safety protocols.

B. TRAINING

Prior to students returning to campus, all staff will be trained to implement these protocols. Training will include proper use of PPE and supplies, cleaning and disinfecting, and other measures.

II. IF A PERSON BECOMES SICK WITH COVID-19 SYMPTOMS OR REPORTS A POSTIVE COVID-19 TEST

A. Immediately report the situation to Office Manager ONLY. Confidentiality must be maintained to the greatest extent possible.

1. If a student develops COVID-19 symptoms at school, the student will be separated from all other students and staff, except that the student will not be unsupervised. The staff member assigned to supervise the student will wear PPE or a cloth face covering and will maintain 6 feet distance from the student at all times unless there is an emergency. A parent/emergency contact will be contacted immediately to pick the student up **within the timeframe of 45 minutes**. If the student appears to be in medical distress, 911 will be called.

2. If an employee develops COVID-19 symptoms at work, the employee will be separated from all other students, staff, and visitors and arrangements will be to send the employee home in a safe manner. If the employee is able to self-transport, the employee should leave the site. If the employee is not able to safely self-transport, staff will arrange to contact a family member, friend, or other method of transport to get the employee home or to a health care provider. If the employee appears to be in medical distress, 911 will be called.

3. Any areas that a COVID-19 positive employee or student were in for a prolonged period will be closed off. We will disinfect the areas thoroughly and follow the Arizona Health Department guidelines.

4. It will be determined whether other employees or students may have been exposed to the symptomatic individual within 6 feet and for a prolonged period of time (typically longer than 15 minutes). If so, those individuals (or, in the case of students, their parents) will be notified of the potential exposure. The name of the individual who has become sick will NOT BE DISCLOSED. The notification will recommend that exposed individuals should monitor their health closely, contact their health care provider if possible, and self-quarantine if any symptoms develop.

5. Students and employees who have developed COVID-19 symptoms will have to stay home until:

   The person has been in recovery at least 3 days (72 hours). Recovery is defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath).

6. Students and employees who test positive for COVID-19:

   At least ten days have passed since the first symptoms have emerged, there has been a resolution of fever without the use of fever reducing medications, and there has been improvement in respiratory symptoms (e.g. cough, shortness of breath).

   OR

   The individual has negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of the virus causing COVID-19 from at least two consecutive respiratory specimens collected ≥24 hours apart (total of two negative specimens).

III. IF A FAMILY IS INFORMED THAT THEY HAVE BEEN IN CLOSE PROXIMITY WITH A PERSON WHO HAS BEEN TESTED POSITIVE

If a child is not sick, but has been in contact with someone with confirmed COVID, the child needs to be quarantined at home for 14 days, to ensure that he/she will not develop symptoms and infect other children/staff at school. It is important for families to be in full, honest communication with the school, and to respect the well being of the school community. Students will not be penalized for absences due to quarantine or self-isolation and will be allowed to make up work.

IV. PROTOCOLS: STUDENTS ON CAMPUS

A. DAILY HEALTH CHECKS

Students will not be permitted to come to school if they have any of the following symptoms:

- Fever or chills
- Shortness of breath or difficulty breathing
- Muscle aches
- Sore throat
- Headache
- Fatigue
- Cough
- Vomiting
- Diarrhea
- New loss of taste or smell

Daily Screening At Home

- Parents are required to screen students for the above symptoms each morning, they should self-report symptoms, and must keep students at home if any symptoms are present.
- Students will have the opportunity to make up work missed due to symptoms of COVID-19.

Daily Health Checks At School

- Upon arrival at school, each student will go directly to the assigned location. A staff member will visually screen each student and take temperatures with a non-contact thermometer prior to students entering the school. Any student with visible symptoms of cough, shortness of breath, vomiting, or one who has a fever above **100.4 degrees** will be taken to the area dedicated to isolating the person.

- Please be aware that we will ask you or your child the following screening questions:
  - "Have you/has your child experienced any of the following symptoms in the last 72 hours: sore throat, cough, chills, extreme fatigue, upset stomach/vomiting, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100.4 degrees Fahrenheit?"

If the answer to any of the symptoms is 'yes', the person should be excluded from the facility until they are completely free of symptoms for 72 hours.

- "Has anyone in your household been diagnosed with a confirmed case of COVID19?"

  If the answer is **yes**, the person will need to self-quarantine for 14 days.

We might also ask the following questions:

- "Have you traveled anywhere outside of the United States?"

  If the answer to any of the questions is 'yes' the person should self-quarantine until 14 days have passed since the time of potential exposure/travel.

- Parents may be contacted for **pick up** if a student exhibits symptoms with the following EXCEPTIONS:

  If the student has a runny nose and there are no other symptoms, we will contact parents to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

  If the student has health information on file that confirms a diagnosis of asthma or other respiratory condition and we observe that there are no other symptoms we will contact parent to inquire as to whether the student has had any other symptoms or there have been any COVID-19 exposures in the home and if not, student may return to class.

- The teacher or assistant will also check the temperature of each student before lunch.

B. HAND WASHING

All students will wash their hands with soap and water for at least 20 seconds or will use hand sanitizer with at least 60% alcohol at the following times:

- Upon arrival at school
- After being outside for physical activity
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose

C. ENHANCED SOCIAL DISTANCING

Students will be educated and reminded regularly by staff members to maintain 6 feet distance between individuals whenever possible. To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the day.

D. DROP-OFF AND PICK UP PROCEDURES

Drop-off

Toddler:

Before Care 7:30 – 8:30am / Half Day or Full Day 8:15 – 8:30 am
Walk with your child along to the southwest gate and sign her/him in at the sign in station. We would encourage you to bring your own pen for the signing in. A staff member will greet you and your child's temperature will be taken. On the sign in sheet you are asked to also check off the health questions asked about your child. Please wait on the marked spots along the fence when checking in to help with the social distancing guidelines. (If your child is in Before Care the sign in place is at the same gate.)

Tardy (after 8:30 am)
If you arrive late at school (after 8:30) you will need to come to the front door and sign your child in at the table that is at the door inside the school. The child will then be accompanied to the classroom.

In the case of inclement weather the sign in will be at the front door.

Children will have to wash their hands after entering the classroom.

Children's House:

Before Care 7:30 – 8:30am / Half Day or Full Day 8:15 – 8:30 am
Sign in is at the Children's House playground gate. We encourage you to bring your own pen to sign in. An assistant will greet you and your child's temperature will be taken. You will also be required to answer the health questions regarding your child. If there is a line please wait on the designated spots along the fence to help with the social distancing guidelines.

Tardy (after 8:30 am)
If you arrive late at school (after 8:30am) you can either call the front desk or come to the lobby doors to let Ms. Saundra know that you are here. Then walk to

the Children's House playground gate and your child will be brought to the gate and you sign her/him out. Please bring your own pen to sign out if possible.

Lower Elementary:

Drop off the children in front of the school. They will then walk down the side of the building and enter the School at the west gate. On the sidewalk, there will be marks to ensure the social distancing recommendations while waiting. A staff member will take the temperature and the children will be screened according to the CDC recommendations. The students will then continue to walk to their classrooms, where the teacher will be waiting.

Tardy: If you are late you will need to come to the front door. If you arrive after 8:30 am please sign in your child.

Upper Elementary and Adolescents:

Drop off the children in front of the school. They will then walk down the side of the building to the recess field and they will enter the school at the south-west gate. In front of the gate there will be marks on the ground to ensure the social distancing guidelines while waiting. A staff member will take their temperature and screen the students according to the CDC recommendations. The students will then continue to walk to their classrooms, where the teacher will be waiting.

Tardy: If you are late your child will need to come to the front door. If you arrive after 8:30 am please sign in your child.

Elementary Before Care:

Park the car in the front of the school. The students need to be signed in at the southwest gate. A staff member will await you there, take the student's temperature, and ask the health questions. We recommend that you bring your own pen to sign your child in. In the case of inclement weather the sign in will be at the front gym door.

Pick Up:

Toddler:

When you arrive at school you can either call the front desk or come to the lobby doors to let Ms. Saundra know that you are here. Then walk to the southwest gate and your child will be brought to the gate and you sign her/him out. Please bring your own pen to sign out if possible.

Children's House:

Pick up your child and sign her/ him out at the Children's House playground gate. The children will be waiting in the classroom and will be called via walkie-talkie. Please bring your own pen to sign out.

Children's House – Half Day/All Day**:**

When you arrive at school you can either call the front desk or come to the lobby doors to let Ms. Saundra know that you are here. Then walk to the Children's House playground gate and your child will be brought to the gate and you sign her/him out. Please bring your own pen to sign out if possible.

Elementary/Adolescents

The children will be waiting in the classrooms. When they are called via walkie-talkie they will come to the front of the school.

After Care:

Pick up your child and sign him/her out at the front Gym Door or at the Southwest Gate, once the weather cools down.

E. CLASSROOMS

To the greatest extent possible, students will remain with the same groupings and with the same staff throughout the school day.

F. CLOTH FACE COVERINGS AND SOCIAL DISTANCING

Employees will be required to wear face coverings during interactions with students and other employees unless unable to do so for health reasons.

Plastic face shields that fully cover the face including below the chin and around the sides of the face are an acceptable alternative to cloth face coverings.

Toddler:

Cloth face coverings should not be worn by children under the age of two. If your child is two years old, it is suggested, but not mandatory that your child wears a face cover. We recommend the face shield instead of a mask, as it is easier for your child to keep it on and for the teacher to wipe off if they get dirty. It also allows the teacher to see their face to understand what they are communicating. It is compulsory to write your child's name on the face cover. Face covers without a name found on the playground or around the environment will be thrown away for hygiene. Keystone will not reimburse parents for missing face covers.

We recommend this kind of face shield for toddlers:

https://www.amazon.com/Happy-Cherry-Protection-Spitting-Dustproof/dp/B086SXBTB1/ref=sr_1_29?dchild=1&keywords=face+shields+for+toddlers&qid=1592522355&sr=8-29

Children's House:

Plastic face shields that fully cover the face including below the chin and around the sides of the face are an acceptable alternative to cloth face coverings.

It is highly recommended that the children wear face coverings.

Elementary and Adolescents:

Students will be required to wear cloth face coverings and/or plastic face shields, subject to the health condition exceptions stated below*, when physical space does not allow for maintenance of six feet of space between individuals.

Class sizes over 15 do not allow for physical distancing and therefore, students and staff will be required to wear face coverings and/or face shields.

Students will not be required to wear cloth face coverings during physical activities, though they may voluntarily wear facemasks and/or face shields.

*Any student who has difficulty breathing or who is incapable of physically removing the face covering on his or her own will not wear cloth face coverings and alternative methods of protection will be discussed by parents and staff.

Children's House, Elementary, Adolescents:

- Classrooms will have clear partitions on the tables for lunch time and as needed throughout the day.
- All tables will be six feet apart, if possible.

G. SNACKS AND LUNCH

Before and after eating snack or lunch the children will be asked to wash their hands. Everyone is asked to bring their own full water bottle to school. A staff member will refill it if the student needs more water.

Toddler:

Water bottles will be sent home to be washed at the end of the day.

The children are welcome to bring their own snacks from home. We will continue having fresh fruit snack provided by parents. Teachers will wash fruits and make sure one child at a time prepares his/her own snack. Food prep activities will be individual, and utensils used to prepare individual snack will be properly washed

before reuse. Children are welcome to bring their own utensils if parents feel more comfortable doing so. We will provide utensils, cups, and plates as usual and wash them in the dishwasher following sanitizing procedures.

Children's House:

The children will bring their own snacks and lunch from home. Everyone needs to bring their own utensils and the children will eat out of their lunch box.

Elementary/Adolescents

The children will bring their own snacks from home and will eat them out of their lunch box. Everyone needs to bring their own utensils and fabric napkin in their lunch box.

H. COMMUNAL SPACES

Hallways

Hallways will be marked with adhesive tape to direct students to stay on one side of the hallway for each direction of travel.

Playground and Gym

A staggered recess schedule will be implemented so that no more than one class at a time will be on the playground, the recess field, or in the gym.

All materials will be cleaned after each use. All classrooms will have their own 'Recess' equipment.

I. VISITORS TO SCHOOL

Until further notice we are not able to have parents enter the School Building except if a meeting has been arranged beforehand due to special circumstances.

J. STUDENT BELONGINGS/MATERIALS

Toddler:

Any material/school supply used by the students will be cleaned after each use. Hand washing will be part of the routine before the work starts and after it is completed.

The toddler classrooms will have a table in the environment where the children and staff will deposit materials that have been used. The assistant will then clean the materials and put them back in the right spot. The child will also be encouraged as part of the routine to clean the space where they have been working.

Diaper Changing:

Staff will continue to use gloves when changing diapers and will change gloves after each use. Children will be asked to wash their hands with soap and water after their diaper is changed. We will continue storing diapers and wipes at school. If parents do not feel comfortable keeping diapers and wipes at school, they are welcome to bring 10 diapers and a pack of wipes on daily basis.

Diaper Ointment:

We will continue with the regular procedure, which includes using new gloves before applying diaper ointment and change gloves after each use. We will continue storing diaper ointment tubes in our classroom.

Sunscreen/ Bug Spray:

Please bring spray sunscreen. In this way, we can allow some distance when applying it. We will use gloves to apply sunscreen and change them after each use. We will continue to store sunscreen bottles in our classroom. Sunscreen is not applied early in the morning; parents need to apply it before dropping off time. We only reapply if we go outside in the afternoon.

Naptime:

Temperature will be taken before and after naptime. We will have an extra room to accommodate children allowing social distance while napping. If children are coughing uncontrollably during naptime, we will call parents and ask them to pick them up ASAP. This child will be sent to lie down in isolation area and will be supervised by an adult while waiting for parents to pick up. If your child has respiratory conditions that makes him/her cough when laying down (asthma, croup, etc.), please provide a medical letter by your pediatrician letting us about the diagnose and provide written information/instructions on how to proceed in case the child has symptoms at school.

Toddler Guides

Toddler guides will wear a scrub top over their clothes. We will keep at least two more scrubs available for toddler guides to change if they get bodily fluids on their scrub. Toddler guides will wear a disposable mask when changing diapers. Toddler guides who are coughing or sneezing due to allergies or a cold, will wear

a face mask during the day. Toddler guides will be required to wear face coverings during interactions with students or other employees when physical space does not allow for maintenance of 6 feet space between individuals unless unable to do so for health reasons. However, in order for the children to see their guide's faces and lips when communicating and to hear them clearly, the guides will be wearing a face shield.

Children's House:

Any material/school supply used by the students will be cleaned after each use. Hand washing will be part of the routine, before the work starts and after it is completed.

Elementary and Adolescents:

Each student will have her/his own pouch with supplies provided by the school. Shared objects will be cleaned after each use under staff supervision. Part of the Work Cycle will be cleaning the materials after use and washing the hands before and after the work.

K. CLEANING AND DISINFECTING

All frequently touched surfaces, such as door handles, sink handles, tables, and learning tools will be cleaned and disinfected at least twice daily.

Other materials such as Montessori Materials or science materials will be cleaned or disinfected after each use.

Bathroom touch points will be disinfected twice daily.

L. FIELDTRIPS/ASSEMBLIES/EXTRACURRICULAR ACTIVITIES

Field trips, Going Outs, events and large gatherings are canceled until further notice.

V. CONTINUITY OF OPERATIONS PLAN (COOP)

If a child is absent for an extended period of time, due to being quarantined, 'at home learning' will be provided. If technology is not readily available, the school may be able to assist in lending out an electronic device for that period of time.

If a classroom or the school is required to immediately be quarantined for an extended period of time, an "emergency work packet" will be sent home right away. Depending on the time of quarantine, the packet will be sent home with the child that day or, if quarantine happens after school, there will be a packet pick-up location at school.

This will allow the child to continue working at home and maintain the number of attended school days needed. The teacher will be in contact with their class within 12 hours with further details about resuming lessons through Zoom.
The SPED and resource teachers will follow their normally scheduled times with their students through Zoom. A general schedule is listed below:

Toddler:

Monday and Wednesday: Zoom meetings with the children
A classroom meeting with the parents once a week
Afternoon Office Hours (meeting by appointment)
Package with work will be ready for pickup each week.
4 videos will be uploaded each week

Children's House:

Monday – Wednesday – Friday: Zoom meetings with the students according to levels.
Tuesday: Whole Class: Story Time/Song/Birthday Celebration
Afternoon Office Hours (meeting by appointment)
5 Videos made by the teachers and assistants each week
Packets with some additional work will be provided

Lower Elementary:

At the beginning of each week the children will receive a list of works and activities.

Monday - whole class meeting
Monday - Friday
8:15am - 11:30am – lessons
11:30am -12:30pm - lunch break
12:30pm - 2:45pm - lessons/specials (Spanish, Art, Music & Yoga)/individual & small group meetings

Upper Elementary:

At the beginning of each week the children will receive a list of works and activities.

Monday - whole class meeting
Monday - Friday
8:15 - 11:30am – lessons
12:00 -1:00pm - lunch break
1:00 - 2:45pm - lessons/specials (Spanish, Art, Music & Yoga)/individual & small group meetings

Adolescents:

Monday morning - whole class meeting
Wednesday afternoon - student/advisory meetings
Monday - Friday
8:15am – 2:45pm - workshops/meetings/specials (Spanish, Art, Music & Yoga)
12:00 -1:00pm - lunch break