

Keystone Montessori Safety Measures

Keystone Montessori has prepared a comprehensive plan to mitigate risk of exposure to COVID-19 in our school. These are the procedures that will be put into place for the beginning of the 2020-21 school year.

School Health Screening

- A staff member will visually check each student for obvious symptoms upon arrival.
- The temperature will be checked and either the parent of the student will be asked to answer the health screening questions.
- Any student with visible symptoms of cough, shortness of breath or vomiting or fever will be taken to the supervised designated isolation area, where parents may be contacted for pick up, with the following exceptions:
 - If the student has a runny nose and no other observable symptoms, a front office staff will contact a parent to determine if other symptoms are present or if there is exposure to COVID-19 in the home. If not, the student will return to class.
 - If the student has health information that confirms a diagnosis of asthma or other respiratory condition, a front office staff will contact a parent to confirm that the student has no other symptoms or exposure to COVID-19 at home. If not, the student will return to class.

Reported Cases

- The office manager will handle all information and communication regarding COVID-19 positive cases.
- Guidelines for return to the school by 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).
- More details are included in the Keystone Student/Parent Handbook.

Visitors/Volunteers

Limited visitors will be able to come onto campus until further notice unless prior arrangements have been made due to special circumstances. Volunteers on campus will be postponed at this time.

Face coverings

- Students 1st grade and up 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.
- For students in Children's House, it is highly recommended to wear a face covering.
- Toddlers under the age of two should not wear face coverings. However, they are recommended for children older than two. Please check for more details in the Keystone Student/Parent Handbook.
- Students will not be required to wear cloth face coverings and/or face shields during physical activities and when social distancing is maintainable, though they may voluntarily wear them.
- Employees will be required to wear face coverings during interactions with students or other employees when physical space does not allow for maintenance of six feet of space between individuals unless unable to do so for health reasons.
- Employees will not be required to wear face coverings when social distancing is maintainable though they may voluntarily wear them at any time.
- 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.
 - *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.

Hand Washing

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

- Upon arrival at school (use hand sanitizer if there is no sink in the classroom)
- After being outside for physical activity
- Before and after lunch
- Prior to leaving school for home
- After sneezing, coughing, or blowing nose

Signs/Messages

Keystone Montessori will post/attach:

- Floor stickers for the school and office to promote social distancing
- Hand washing signs in all school bathrooms to promote proper hand washing by students.
- Custom posters to promote health and safety protocols

Social/Physical Distancing/Classrooms/Cohorts

- The students will remain static with the same groupings and the same staff throughout the day and limit mixing between groups as much as possible (Cohorting).
- We will organize classroom layout to allow for social distancing if possible.
- Social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.
- For employees, social distancing protocols will be used outside of the classroom along with limited use of common areas, when feasible.

Training

Employees will be trained in the new safety protocols before the start of the school year.

Playground/Gym/Recess

- No more than one class at a time will be allowed on the playground or in the gym. Classes will be assigned a specific time slot.
- Touch point areas like play structures and tricycles will be cleaned after being used.

Shared Belongings**Toddler/ Children House:**

If a material or school supply must be shared by students, a staff member will wipe down the item after each use.

Elementary and Adolescent:

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

Field Trips/Going Outs

Field trips, Going Outs, events, and large gatherings are cancelled for the time being.

Snack/Lunch/Water

- Students will bring their own snacks and lunch from home, as well as their own utensils and fabric napkins.
- All students need to bring in their own water bottles. A staff member will refill the water bottles as needed. Water dispensers will be kept maintained and filled by Keystone staff.

Intensify Cleaning & Disinfection

- All frequently touched surfaces such as door handles, sink handles, tables, and learning materials will be cleaned and disinfected at least twice daily.
- Other materials such as Montessori or science materials will be cleaned after each use.
- Bathroom touch point areas will be disinfected twice a day.