

# KEYSTONE MONTESSORI

## COVID-19 PROTOCOLS

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The protocols are based on CDC guidelines and Maricopa County Department of Public Health.

The following protocols will be implemented.

### I. PROTOCOL IMPLEMENTATION AND STAFFING ASSIGNMENTS

A. 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.

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

C. Administration 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.

D. 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 indicate that there might be a cluster of respiratory related illnesses.

E. 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.

F. 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

1. Immediately report the situation to Office Manager ONLY. Confidentiality must be maintained to the greatest extent possible.
2. Ask individual which symptoms they are displaying and how long they have displayed each symptom.
3. 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.

4. 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.
5. Any areas that a COVID-19 positive employee or student were in for a prolonged period will be closed off until the area is disinfected. We will disinfect the areas thoroughly and follow the Arizona Health Department guidelines.
6. If at any time in the 48 hours prior to the onset of illness, other employees or students had close contact with the symptomatic individual (within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24 hour period), those individuals (or in the case of students, their parents) will be notified of the potential exposure immediately. 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 provider if possible, and notify the School and self-quarantine if any symptoms develop.
7. Students or employees who have developed COVID-19 symptoms and the reported symptom is NOT related to a pre-existing, chronic, or seasonal condition, OR the individual has more than one COVID-19 symptom, are required to stay home until:
  - a. The individual has received a negative COVID-19 test result and has been fever free (without use of fever-reducing medication) for at least 24 hours and symptoms have improved
  - OR
  - b. It has been 10 days from the date symptoms first appeared and the individual has been fever free (without use of fever-reducing medication) for at least 24 hours and symptoms have improved.

### III. IF AN EMPLOYEE OR STUDENT REPORTS A POSITIVE COVID-19 TEST

1. Ask the individual (or parent) to provide a list of people on campus that the positive person had close contact with (within 6 feet of the infected person for a cumulative total of 15 minutes or more over a 24 hour period) during the 2 days before the onset of symptoms or a positive test result.
2. Follow the notification protocols listed below.
3. If possible, custodial staff will wait 24 hours before cleaning and disinfecting those areas. However, if the area must be used, cleaning and disinfecting will take place immediately on the same workday and staff will wear PPE while cleaning. During that time, if feasible, open windows or outside doors to increase air circulation in those areas.
4. Students and employees who have tested positive for COVID-19 and are symptomatic may return to campus when:
  - a. The individual has received a negative COVID-19 test result and has been fever free (without use of fever-reducing medication) for at least 24 hours and symptoms have improved

OR

b. It has been 10 days from the date symptoms first appeared and the individual has been fever free (without use of fever-reducing medication) for at least 24 hours and symptoms have improved.

5. Employees or students who have tested positive for COVID-19 but **never developed symptoms** may return to work/school 10 days after the COVID-19 test was taken. If individual develops symptoms at any point during the 10 days, individual will need to meet the requirements of Paragraph 4.
6. Individuals who have been in close contact with someone with confirmed COVID-19 must quarantine at home for 10 days from date of last exposure, to ensure that he/she will not develop symptoms and infect other children/staff at school. Alternatively, if the student or employee who was in close contact with someone with confirmed COVID-19 receives a negative COVID-19 test taken no sooner than day 5 AFTER the last exposure, that individual may return to campus after day 7 from last date of exposure. It is important for families and employees 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

1. 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

2. Daily screening

**a) *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 who report to school with COVID-19 symptoms will be sent home immediately, unless 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.

Students will have the opportunity to make up work missed due to symptoms of COVID-19.

**b) *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.

**c) *The teacher or assistant will 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 3 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. FACE COVERINGS

All staff, visitors, and Children's House, Elementary and Adolescent students must wear face coverings when inside school buildings, during indoor school-related activities, including athletic activities, and while using school transportation. The face covering must cover both the nose and mouth. Always keep it in place. Students and staff should not touch the eyes, nose, or mouth when removing or adjusting a face covering. Wash hands or use hand sanitizer immediately after removing or adjusting the face covering.

Plastic face shields may be utilized at the direction of staff in limited circumstances related to instruction and communication, but are not an acceptable alternative to cloth face coverings on campus.

#### **Exceptions:**

- When students are socially distanced and have been given staff permission to remove their cloth face coverings.
- Where an individual has a medical or behavioral condition or disability and cannot wear a face covering (including, but not limited to, any person who has trouble breathing, or is unconscious or incapacitated, or is otherwise unable to put on or remove the face covering without assistance), but exceptions can only be made when an accommodation plan is implemented that mitigates the health and safety threat created by the individual's inability to wear a cloth face covering. If parent notifies the school that a student cannot wear a cloth face covering due to disability, the school can convene a Section 504 eligibility meeting or, if student already has a 504 Plan or an IEP, the appropriate team meeting will be convened. During the meeting, the team will discuss whether the student's disability actually limits the student from wearing a cloth face covering and, if so, will develop appropriate accommodations to ensure that the student is not a direct threat to the safety of others.
- When actively eating or drinking
- When seeking to communicate with someone with hearing loss in a way that requires the mouth to be visible; in such a circumstance, the individual whose mouth must be visible will wear a clear plastic shield or be a minimum of 6 feet from other individuals
- When working at home or when in a vehicle or classroom alone or with household members
- An individual may temporarily remove a face covering for identification purposes or medical services

### E. SNACKS & LUNCH

Before and after eating snack or lunch, the children will be asked to wash their hands. Everyone is recommended to bring their own full water bottle to school. The students will have the ability to refill them throughout the day.

## F. STUDENT BELONGINGS & MATERIALS

### 1. Toddler

*a) 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.*

*b) 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.*

*c) 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.*

*d) 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.*

*e) Naptime - Temperature will be taken before and after naptime. 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.*

*f) 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.*

### 2. Children's House

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

### 3. Elementary and Adolescents

Shared objects will be cleaned daily under staff supervision. Part of the Work Cycle will be cleaning the materials and washing the hands before and after the work.

G. CLEANING AND DISINFECTING

1. All frequently touched surfaces, such as door handles, sink handles, tables, and learning tools will be cleaned and disinfected at least twice daily.
2. Other materials such as Montessori Materials or science materials will be cleaned or disinfected daily if in use.
3. Bathroom touch points will be disinfected twice daily.

H. CONTINUITY OF OPERATIONS PLAN (COOP)

1. If a child is absent for an extended period of time, due to being quarantined, 'at home learning' will be provided.
2. 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:

3. **Toddler**
  - a) *Monday and Wednesday: Zoom meetings with the children*
  - b) *A classroom meeting with the parents once a week*
  - c) *Afternoon Office Hours (meeting by appointment) Package with work will be ready for pickup each week.*
  - d) *4 videos will be uploaded each week*
  
4. **Children's House**
  - a) *Monday – Wednesday – Friday: Zoom meetings with the students according to levels.*
  - b) *Tuesday: Whole Class: Story Time/Song/Birthday Celebration*
  - c) *Afternoon Office Hours (meeting by appointment)*
  - d) *5 Videos made by the teachers and assistants each week packets with some additional work will be provided*
  
5. **Lower Elementary**
  - a) *At the beginning of each week the children will receive a list of works and activities.*
  - b) *Monday - whole class meeting*
  - c) *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
  
6. **Upper Elementary**
  - a) *Monday - whole class meeting*
  - b) *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
  
7. **Adolescents**  
Monday morning - whole class meeting



Wednesday afternoon - student/advisory meetings

Monday - Friday

8:15am – 2:45pm - workshops/meetings/specials (Spanish, Art, Music & Yoga)

11:00am -12:00pm - lunch break