

Keystone Montessori School
Reopening Guidelines for the 2021-2022 School Year

*******PLEASE NOTE: These guidelines may be amended before the beginning of the school year, based on changes set forth by the Center for Disease Control (CDC) or the Illinois State Board of Education*******

The faculty and staff at Keystone are excited to be able to open our school building for the 2021-2022 school year! In order to promote and maintain the health, safety, and wellbeing of our students, staff, and parents while continuing to provide the same quality of education, the faculty and staff at Keystone Montessori School will implement the following action plan upon reopening the school building. ***Here at Keystone, we are fortunate that we have a building with plenty of space and many entrances, as well as a modestly-sized student body - both of which enable many health/safety measures to be seamlessly built into the upcoming school year.*** We know we can count on our tight-knit Keystone Community of students, families, faculty, staff and friends to work together as a team to create a safe and supportive learning environment during this unprecedented time in history.

1) Masks and Personal Protective Equipment (PPE): All individuals in school buildings should wear face coverings (CDC approved face masks, face shields, or both) at all times. Social distances of at least three feet between students/staff will be implemented at times when masks are not worn (example: lunch). We recommend that families provide at least two reusable masks for their children, with the expectation that masks will be washed after every school day. Students/families choosing to use disposable masks should discard them at the end of the school day and parents should provide extras to replace damaged or lost disposable masks. ****NOTE: We will designate a few specific areas in the building as “Rest Stations” at which a student may remove his/her mask for a break, as they maintain more than ample and safe distance from any other student or staff member.****

Exceptions to universal consistent use of face masks include the following limited situations:

- When eating. without assistance.
- If using a face shield when other methods of protection are not available or appropriate.
- For persons with a disability who cannot wear a mask, or cannot safely wear a mask, because of the disability as defined by the Americans with Disabilities Act (ADA, 42 U.S.C. 12101 et seq.)
- For staff when alone in classrooms or offices with the door closed.
- For individuals who have a condition or medical contraindication (e.g., difficulty breathing) that prevents them from wearing a face mask.
- For individuals who are younger than 2 years of age.
- For staff and students when they are outdoors.
- For individuals who have trouble breathing; or those who are unconscious, incapacitated, or otherwise unable to remove the face mask

2) **Wellness Checks:** Parents and caregivers will be responsible for at home wellness checks before students arrive on the premises.

3) **Adults in the Building:** **Parents and guardians should not enter the building to escort students to/from classrooms at arrival and dismissal. Parents will not enter classrooms unless specifically assigned by their child's teacher.** Parent volunteers, with prior approval for certain events/schedules, may go to the lobby but may not enter the classrooms unless specifically assigned/approved by a staff member.

4) **Use of Different Entry/Exit Points for Different Student Groups:** All students will enter from the main lobby and have designated doors to EXIT from. Please note which before the first day of school:

ENTRANCES:

- TODDLERS - Main Entrance, CENTER in parking lot
- PRIMARY - Main Entrance, CENTER in parking lot
- JR ELEMENTARY- Main Entrance, CENTER in parking lot
- SR ELEMENTARY - Main Entrance, CENTER in parking lot
- MIDDLE SCHOOL - Main Entrance, CENTER in parking lot

EXITS *DIFFERENT THAN ENTRANCES*

- TODDLERS - Main Entrance, CENTER in parking lot
- PRIMARY - Main Entrance, CENTER in parking lot
- JR ELEMENTARY- Door at SOUTHWEST building corner in yard - to 2nd floor
- SR ELEMENTARY & MIDDLE SCHOOL - Door on EAST side of building, nearest lot - to MS room

For all students, the **arrival time will be between 8:20 and 8:40AM**. Students who arrive **AFTER 8:40AM will have to call the office 708 366 1080 and wait for a staff member to buzz them in.**

Dismissal times are based on the individual student's level :

- TODDLER - 11:15AM
- PRIMARY MORNING 11:30AM
- PLUS 1:00PM
- PRIMARY EXTENDED DAY 2:45PM
- ELEMENTARY and MIDDLE SCHOOL 3:00PM. **ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:15pm**

*****NOTE: MORNING and AFTERNOON DAYHOUSE ARE SUSPENDED UNTIL FURTHER NOTICE******

As we work diligently to maintain good cleaning and sanitization protocols, the before and after school care programs will be unavailable at this time. Likewise, all INDOOR, IN-PERSON meetings of extracurricular activities that usually occur at Keystone will be suspended until further notice. This includes indoor meetings of Scouts, STEM, and similar programs.

Indoor, in person meetings of Keystone community members only will be considered on a case-by-case basis.

5) Cleaning, Sanitization, and Hygiene: Classrooms will be sanitized before/after school. We will clean work surfaces, other common-area surfaces, and high-touch areas as needed during the school day. We will use an EPA-approved disinfecting agent in all cleaning and sanitizing procedures.

Good hand hygiene is a key component in preventing the spread of any illness, and as such will be strongly emphasized. Handwashing facilities and hand sanitizing stations will be readily accessible all throughout the school building. The staff will educate and remind students regarding proper hygiene practices with regard to sneezing, coughing, handwashing, and other practices in order to minimize the spread of germs.

Commonly shared school supplies such as pens, pencils, colored pencils, art supplies, and like items will be cleaned throughout the day.

6) Guides for Proper Social Distancing and Foot Traffic: Throughout building and parking lot/paved areas, the staff will place tape and/or other markers 3 feet apart in an effort to help students visually and spatially acclimate themselves to proper distancing between persons.

7) Isolating Students or Staff Who Become Ill: Students or staff displaying signs of illness once inside the building during the school day, will be brought to the unused classroom space on the eastern side of the building. Any member of the staff or student body who becomes ill will remain in this room until such time as they can leave or be picked up from the premises. We will clean and sanitize this area frequently, and immediately after any sick person has used it.

******PLEASE NOTE: It is VITAL that parents provide UP TO DATE EMERGENCY CONTACT INFORMATION, and that a parents/guardians make themselves available to pick up sick students AS SOON AS POSSIBLE after being contacted by Keystone. AS A COMMUNITY, WE MUST CARE FOR EACH OTHER WITH RESPONSIBILITY, RESPECT, AND COMPASSION******

8) In the Event of Confirmed COVID 19 Case in a Member of the Student Body or Staff: Parents of affected students and anyone who may have been in close contact will be notified immediately and asked to monitor for symptoms. The identity of the individual will be kept confidential.

We will close off areas used by the person who is ill, and if possible, open outside doors and windows to increase air circulation in the areas. We will follow the most up-to-date CDC and IDPH cleaning or disinfecting protocols for the affected areas of the building. The area can be opened for use once it has been appropriately disinfected.

Students and staff who are fully vaccinated with no COVID-19-like symptoms do not need to quarantine or be restricted from school or extracurricular activities.

Individuals who are solely exposed to a confirmed case while outdoors are not considered close contacts.

Classrooms with a confirmed case of COVID-19 will be assessed on a case by case basis with regards to moving to remote learning and isolation of class members.

Close Contact, as defined by the CDC, is For COVID-19, a close contact is anyone not fully vaccinated who was within 6 feet of an infected person indoors for a total of 15 minutes or more over a 24-hour period (for example, three individual 5-minute exposures for a total of 15 minutes).

- Students, staff, and educators who are not fully vaccinated and who have been in [close contact](#) with someone who has COVID-19 should begin [quarantine](#)

Individuals who are not vaccinated may shorten the quarantine in the following ways:

- After day 10 from known exposure without testing
- After day 7 from known exposure after receiving a negative test result (test must occur on day 5 or later)

What options are available for unvaccinated students to return to school from quarantine after an exposure?

Each case will be assessed by Keystone per the CDC and ISBE recommendations, but the following are options Keystone members may use:

Option 1 (Showing Symptoms): 1 Quarantine at home for 14 calendar days. Date of last exposure is considered day 0. •

Option 2 (Asymptomatic/Not showing symptoms): 2 Quarantine for 10 calendar days after the close contact's last exposure to the COVID-19 case if asymptomatic. Date of last exposure is considered day 0.

Option 3 (Asymptomatic + Test): 3 Quarantine period is for seven calendar days after the last exposure if:

o No symptoms developed during daily monitoring AND the individual has a negative SARS-CoV-2 diagnostic test (PCR) that was collected within 48 hours of exposure day 7 (starting on day 6 or after).

▪ The individual is responsible for obtaining a copy of the negative results for documentation purposes. *These will be kept confidential* (keystonehealthrecords@gmail.com)

*****PLEASE NOTE: Age-appropriate distance learning plans will be provided by each level if emergency school closure is required during the school year.*****

9) Indoor Large Group Gatherings: Any gathering of 50 or more persons are suspended or to be conducted virtually until further notice. Gatherings of Keystone-only participants will be considered on a case-by-case basis with administration's approval.

10) Lunch, Snack, Recess: Per the Illinois State Board of Education and IDPH/CDC standards for schools, Keystone will "maximize physical distance as much as possible when students are...eating (especially indoors). [When possible, classrooms will] use additional spaces outside of the classroom for mealtime. Note: students, teachers, and staff who are fully vaccinated do not need to distance while eating. Additionally, risk of transmission may be decreased by improved ventilation strategies per CDC guidance, such as open windows and fans [weather permitting]." (ISBE-IDPH School FAQs, 8/11/21)

Each level will provide its own more specific information about lunch and snack protocols, but in general lunch and snack will be conducted in each age group's classroom, with proper distancing measures in place. There will be no sharing of food or drinks allowed. Water fountains may only be used to refill water bottles, and will be sanitized after each student's use.

Recess will be conducted only within student groupings as determined by each class level's teacher. During outdoor time, students may remove their masks/PPE as long as they maintain 3 foot distancing measures.

11) Maintaining Privacy of Keystone Community & Keeping Everyone Healthy: At Keystone, we respect each individual's health, wellness, and privacy. As a small but close community, we look out for each other and want the best for each other. As a private school, and per guidelines from the Illinois State Board of Education, Keystone will **not disclose the vaccination status of any individual, as per the Health Insurance Portability and Accountability Act (HIPAA)**. This includes faculty, staff, students, and parents. We know that everyone at Keystone is striving to make in person learning not only a reality but a successful reality. We trust each other to maintain the best health practices, good hygiene, and keep each other safe while maintaining each person's privacy. **No member of the Keystone staff or faculty will inquire about the vaccination status of any individual, nor will they be required to disclose the answer about their own status.** We trust that as a small community, we will all make the best decisions for each other.

Health and wellness documents may be sent to keystonehealthrecords@gmail.com