

Keystone Montessori School Proposed Reopening Guidelines for the 2020-2021 School Year

*******PLEASE NOTE: These guidelines may be amended before the beginning of the school year, based on changes set forth by the Illinois Department of Health, the Illinois State Board of Education, or orders from Governor J.B. Pritzker*******

The faculty and staff at Keystone are excited to be able to reopen our school building for the 2020-2021 school year! Keystone Montessori School has a 20+ year long history of providing children from ages 2 through 14 with a full and excellent Montessori curriculum, by adhering to the high standards and principles on which our school was founded. 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.

Limiting Classroom/Group Size and Intermixing: The small size of our student population already lends itself to the first safety guideline of limiting the size of students groups. Each classroom at Keystone will be limited in size based on the most current directives from the IDPH, the ISBE, and the APA. The students will remain with their group throughout the day, and will not intermix with other classroom groups.

Masks and Personal Protective Equipment (PPE): All individuals in school buildings must wear face coverings (CDC approved face masks, face shields, or both) at all times, ***unless they are two years of age or younger. Individuals who have a specific medical condition may be exempted with proper medical sign off.*** Social distances of at least six feet between students/staff will be implemented at times when masks are not worn (example: lunch and recess). 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 brief break, as they maintain more than ample and safe distance from any other student or staff member.** These “Rest Stations” will be cleaned and disinfected after each use. Each class will also have time to utilize our outdoor space more often.

Wellness Checks Upon Arrival:

All faculty and staff will have wellness checks performed before entering the building. Once cleared for wellness (no fever or symptoms, and have not taken pain reliever to reduce fever), the staff will enter the building and sanitize hands. The staff will also have a pair of indoor shoes that remain in the building in plastic containers with their name labeled on the box.

The faculty and staff at Keystone will perform “Wellness Checks” on all students that consist of temperature checks with touchless thermometers, to ensure any student with a fever over 100.0°F is sent home. Students will also be asked “Do you feel sick in any way?” or “Do you have a cough or fever?”. We will perform the temperature screenings while children are still in their cars in the carpool line; we will also screen the temperatures of all passengers in the car. Should any person in the car have a temperature, no one from that car will be admitted into the building. Toddler and Middle School students should see their levels' reopening plans for Wellness Check protocols.

Parents and guardians should not enter the building to escort students to/from classrooms at arrival and dismissal.

Use of Different Entry/Exit Points for Different Student Groups: In order to limit the mixing of students from different classes at arrival and dismissal time, each class grouping of students will have its own designated entry into and out of the building. Please see the forthcoming Level Plan for more detailed information on your child's entrance/exit point and dismissal times/procedures.

ENTRANCES/EXITS:

- TODDLERS - Parent-Infant Door, in parking lot just WEST of Main Entrance
- PRIMARY - Main Entrance, CENTER in parking lot
- JR ELEMENTARY- Door at SOUTHWEST building corner in yard - to 2nd floor
- SR ELEMENTARY - Door at SOUTHEAST building corner in lot - to gym
- 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 enter through the main entrance, and complete their “Wellness Check” with a staff member in the Main Office. Parents must remain on the premises until their child has been checked in by a staff member.

Students will be dismissed from their level’s entrance/exit door, and escorted to their car by a member of the staff. Dismissal times are based on the individual student’s level :

- TODDLER - 11:15AM
- PRIMARY MORNING 11:30-11:45AM
- PLUS 1:00PM
- PRIMARY EXTENDED DAY 2:45PM
- ELEMENTARY and MIDDLE SCHOOL 3 - 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, STEAM, and similar programs.

Cleaning, Sanitization, and Hygiene: Classrooms will be sanitized before/after school. We will also routinely clean work surfaces and other common-area surfaces (tables, counters, cubbies, etc.), and frequently used/touched objects and fixtures (doorknobs and handles, manual light switches, classroom materials, etc.) DURING the school day. Any material that has been contaminated by respiratory droplets, or other potential contagion-transferring fluid, will be removed from the classroom until cleaned by an adult on staff. We will use an EPA-approved disinfecting agent in all cleaning and sanitizing procedures.

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 to minimize the spread of germs.

Commonly shared school supplies such as pens, pencils, colored pencils, art supplies, and like items will no longer be shared. Please see the forthcoming instructions on school supplies specific to your child’s level.

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

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 room previously used as the Parent-Infant Classroom, the classroom just west of the lobby. 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. Parents will be directed to pick up the sick child at the door just west of the main entrance of the building. Parents may access this door from the main parking lot; please call the office when you have arrived in the parking lot. The student will be released to their parent or caregiver by a staff member. We will clean and sanitize this area frequently, and immediately after any sick person has used it.

Returning to school after illness*Subject to change per updates in ISBE guidelines*: The student should see a doctor to assess symptoms and/or administer a COVID-19 test. Parents should be encouraged to read the CDC guidance for caring for oneself and others.

For students that see a doctor and it is determined the illness is not COVID-19, either through a test or the doctor's diagnosis, the student may return to school when symptoms subside. A doctor's note is required for illnesses that last more than three days.

If the student has symptoms, but has tested negative on a COVID-19 test, they should remain at home until symptoms disappear. They must provide a doctor's note or the documented COVID-19 test results before being allowed to return to school.

If a student tests positive for COVID-19 or does not seek medical attention, students must isolate and not return to school until they have met CDC's criteria to discontinue home isolation, which currently includes: 24 hours with no fever (without medication) and other symptoms reduced substantially (by at least 75 percent) and 10 days since symptoms first appeared.

******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****

In the Event of Confirmed COVID 19 Case in a Member of the Student Body or

Staff: 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. Per CDC recommendations, we will wait up to 24 hours or as long as possible before cleaning or disinfecting to allow respiratory droplets to settle before cleaning and disinfecting. We will also clean and disinfect all areas used by the person who is sick, such as bathrooms and common areas. If needed, these areas will be vacuumed once they are empty of people. The area can be opened for use once it has been appropriately disinfected. Individuals who had contact with someone who tested positive for COVID-19 should isolate at home and monitor for symptoms for 14 days. (Close contact means the individual was within 6 feet of the individual with symptoms for more than 15 minutes). Additionally, Keystone will contact the local health department for further guidance. The school may be closed for 2-5 days, depending upon the health department's recommendation.

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

Large Group Gatherings: Any gathering of 50 or more persons are suspended or to be conducted virtually until further notice.

Lunch, Snack, Recess: 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. All "Tastings", homemade birthday treats, or other group sharing of food are also prohibited until further notice. Water fountains may only be used to refill water bottles, and will be sanitized after each student's use.

Recess will be conducted outdoors for the time being, and only within student groupings; no intermixing of different classes/student groups. During outdoor time, students may remove their masks/PPE as long as they maintain 6 foot distancing measures.

Should an occasional need arise to use the gymnasium for recess (due to inclement weather, etc.), we will implement rigorous sanitization procedures before and after any new student group moves through or uses this space.

