

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******

Updated February 25, 2022 (Re: Quarantine/Isolation Guidelines and Travel Guidelines; Mask Recommendations)

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.

1) Masks and Personal Protective Equipment (PPE): All individuals in school buildings are recommended to wear face coverings (CDC approved face masks, face shields, or both) but not required. We recommend if you are exhibiting coughing or sneezing, you should wear a mask.

If you opt to wear a mask, we recommend that families provide at least two masks for their children, with the expectation that reusable 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.

2) Wellness Checks: Parents and caregivers will be responsible for at home wellness checks before students arrive on the premises. If there is a rise in symptoms related to a positive covid case in class, wellness checks may resume and students with similar symptoms will be sent home. Children with a fever/vomiting will always be sent home regardless of Covid presence in a classroom.

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 similar items will be cleaned throughout the day.

6) Isolating Students or Staff Who Become Ill During School Day: 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.

Children with a fever/vomiting will always be sent home regardless of Covid presence in a classroom.

****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****

7) In the Event of Confirmed COVID 19 Case in a Member of the Student Body or Staff & Those Exposed:

Families are asked to report positive cases of COVID-19 with the school and any close contacts members may have.

Effective immediately (1.6.22), we have adjusted our isolation and quarantine periods to align with the new CDC guidance. Please read the following information carefully to determine how this guidance may affect your child:

- **Isolation is 5 days regardless of vaccination status/presence of symptoms**
- **If someone tests positive for COVID, regardless of vaccination status/presence of symptoms, the individual must:** Isolate for a full 5 days regardless if symptoms are present or not and regardless if symptoms resolve before the 5 days are complete.
 - For symptomatic people, Day 1 is the first full day after symptoms develop.
 - For asymptomatic people, Day 1 is the first full day after the positive test is administered.
 - Example: Symptoms develop or a positive test is administered on a Sunday. Day 1 is Monday. The individual isolates Monday through Friday. The first potential day out of isolation is Saturday.
- If the person is asymptomatic or symptoms resolve before the fifth day, the individual must still complete the full five days of isolation.
- The individual must be fever-free for 24 hours before leaving isolation. The 5-day rule still applies, but if a fever is present after 5 days, the individual must remain isolated until fever-free for 24 hours without the help of NSAIDs/Acetaminophen
 - There is no need to test before leaving isolation. While individuals could remain COVID positive for some time, they are no longer contagious.
- **If a vaccinated individual is a close contact with a positive individual:**

- There is no need to quarantine at home as long as the vaccinated individual is not symptomatic. The vaccinated individual must wear a mask around others for 10 days after exposure.
- Testing is recommended 5 days after exposure OR if symptoms develop.
- Individuals ages 5 and up that would like to shorten the 5 day isolation are welcome to provide their covid vaccination status (confidentially) to ONLY the following email address: (keystonehealthrecords@gmail.com). This information will not be shared with anyone other than the Head of School.
- **If an unvaccinated individual is a close contact with a COVID-19 positive person:**
 - The individual must quarantine at home for 5 days and continue to wear a mask around others for 5 more days.
 - Testing is recommended 5 days after exposure OR if symptoms develop.

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.

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 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 monitor for symptoms and wear PPE for 10 days following exposure. They should do 5 day isolation rule if they exhibit symptoms and/or receive a positive covid result themselves.

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 general rule will now go into effect:

Isolate/Quarantine at home for 5 calendar days. Day 1 is the day after the positive result of a Covid test has been found. I.E. If you receive a positive test on Saturday, day 1 of isolation is Sunday.

- After 5 days the isolation period is over **unless you still have a fever/vomiting, regardless of having a positive covid result or not.** You must remain home until these symptoms subside.

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

You are also invited to share proof of vaccination if you would like to be considered to shorten quarantine/isolation.

8) Shift to Virtual Instruction: *Age-appropriate distance learning plans will be provided by each level if class/school isolation is required during the school year. **** This is provided to classes primary through middle school.*

9) Travel Guidelines

Keystone will be observing the following travel guidelines:

- Domestic Travel to an “[Orange](#)” State. As of January 18, 2022, All states/territories except Montana and Guam are considered “orange.”
 - **Fully vaccinated** students/teachers/staff do not need post-travel COVID-19 testing or self-quarantine as long as they are not symptomatic and provide proof of vaccination.
 - **Unvaccinated** students/teachers/staff must quarantine for 5 days OR provide proof of a negative test, taken after travel and as close to the start of school as practical, but no earlier than 72 hours prior to returning home. Persons must quarantine until a negative test is received. If the test result is negative, no further quarantine is required.
 - Allowable tests include PCR, Rapid and FDA-approved home tests.

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- International Travel
 - The CDC currently requires a negative COVID-19 test or proof of recovery to board a plane to the United States. Because of this requirement, no quarantine is required upon arrival, regardless of vaccination status.

10) 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.

11) 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.

12) 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 .

Any of the above is subject to change based on the most updated CDC recommendations , ISBE guidelines, etc. Each case will be assessed based on the most available data as well as qualities of each individual case.