

# 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 5 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.

If an individual tests positive for COVID-19 at any point after developing symptoms, the individual will need to meet the requirements of Section III, Paragraph 4 below.

### 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. Follow the notification protocols listed below.
2. 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.
3. Students and employees who have tested positive for COVID-19 and developed symptoms: see attached flowchart for guidelines.
5. Employees or students who have tested positive for COVID-19 but **never developed symptoms**: see attached flowchart for guidelines.
6. Individuals who have been in close contact or share a household with someone with confirmed COVID-19: see attached flowchart for guidelines.

### 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.

**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. FACE COVERINGS

Face coverings are encouraged when COVID transmission levels in Maricopa County are high.

Facial coverings are still required when following the Release from Isolation Flowchart.

When facial coverings are worn, 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.

Facial covering use by visitors to Keystone is optional.

## D. 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.

E. **CLEANING AND DISINFECTING**

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

F. **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

*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