



Phases of Re-Opening

Joliet Montessori School will prioritize for the 2020-21 academic year. If we regress to a more limited “phase” of the Restore Illinois plan, we will continue to prioritize in-person learning. Please read on for our current operating plan based on each phase of re-opening.

Phase 4:

Attendance and class sizes as normal with the following hours of instruction.

Arrival and Dismissal procedures follow below on page 2.

A 48-hour notice is mandatory to the teacher and Head of School when a child wants to switch their schedule between in-home and on campus learning.

- Primary:
 - Half-Day Students: 8:30 AM – 12:00 PM
 - School-Day Students: 8:30 AM – 3:00 PM
- Elementary: 8:30 AM – 3:00 PM
- Adolescent: 8:30 AM – 3:00 PM

Before and After Care

Before Care: 7:00 AM – 8:30 AM

After Care: 3:00 PM – 6:00 PM

Before and After Care will be available to families in need. Children will be divided into groups by program in the After Care room. Dividers will be in place to allow children to see their space. Plexiglass dividers will be used on table tops to allow for more safety.

Arrival and Dismissal Procedures:

Arrival

Classroom communities will be separated as much as possible, beginning the moment your child exits the vehicle. Each student will enter and exit a specific entrance according to their classroom.

Arrival procedures are as follows: All cars will follow regular carpool protocols.

- Willow Room: Students will be greeted by Ms. Lydia near the **peace garden gate** and enter door number 2 on the side of the building and go straight to their classroom.
- Oak Room: Students will enter through **side door number 3 by Ms. Heidi’s office** and go straight to their classroom.



- Elementary: Students will **enter main entrance, door number 1**, and proceed upstairs to their classroom.
- Adolescent: Parents will park in Adolescent House carpool queueing area. Parents will walk child up to **Adolescent House front entrance**.
- Parents must wear a face mask during arrival
- Each child must confirm a health screening upon time of arrival.
- A staff member will take your child's temperature using a contactless thermometer prior to admitting your child to the campus.
 - If your child has a temperature of 100.4°F or over, the staff member will verify the temperature with another thermometer.
 - A child with a temperature of 100.4°F or over will not be admitted.
- After having temperature taken, children will be given hand sanitizer and proceed to their designated entrance.

Dismissal

- Half-Day Primary Students will be dismissed at noon from their designated entrance as stated above in the arrival procedures. Parents must pull up in carpool queueing area, park their car, and walk up to pick up their child. Parents must wear face masks.
- All School-Day Primary and Elementary students will be dismissed from their designated entrances. Parents pull up in carpool queueing area, put car in park, and walk up to their child's designated entrance. Parents must wear a face mask and maintain social distancing using designated markings.
- Adolescent students will be dismissed from the Adolescent House.

Late Arrival and Early Dismissal

If your child is arriving after morning carpool, between 8:45 and 11:45, please park in the carpool queueing area. Call the office upon arrival to inform a staff member that your child is waiting outside. A staff member will then signal you to approach the main entrance, door 1, with your child. From this point standard arrival procedures will be followed. Parents or guardians will be required to sign in their child.

If your child is leaving early, please call the school at least 15 minutes before your arrival. Staff will make sure your child is ready and waiting at the main entrance, door 1. Upon arrival, please park in the carpool queueing area and walk to the main entrance door to collect their child. Parents will be required to sign their child out.

Materials

Children will have their own individual materials such as pencils, colored pencils, scissors, glue sticks, etc. that they will keep in a closed container provided by the school. Each child will have their own cubby to place their lunch box, water bottle, outdoor shoes, and jacket. No other belongings are allowed to enter the building. Each child will also need a separate pair of indoor shoes while they are on campus. No flip-flops, open toed shoes, or large slippers will be allowed.



Phase 3: In-person learning with limited class sizes.

- Primary:
 - All Primary Classes will be divided into groups of no more than ten.
- Elementary:
 - All Elementary classes will be divided into three smaller groups on campus with blended learning options. Students will attend school-day hours. One group has the choice to rotate in for blended learning or exclusive in home learning.
 - Three stable groups will rotate on a daily schedule between certified teachers and a team assistant. For example, Groups A and B will be with a certified teacher receiving lessons in separate classrooms while Group C will be with a team assistant doing practice and follow up work. Throughout the week these groups will rotate between teachers. Group D will be made up of students who are participating in in-home learning.
 - Each smaller group will be separated into three different classroom locations pursuant to Illinois Department of Public Health (IDPH) and Center for Disease Control (CDC) guidelines. The aftercare room and Parent Child room will be used for classroom space.
- Adolescent Community:
 - Students will be divided into two separate groups if necessary to abide with IDPH and CDC guidelines, with the Adolescent guide teaching between groups.
- Students will attend for school-day hours, 8:30 AM-3:00 PM.
- Before and After Care will be available to families in need.

Phase 2: Learning at Home (Remote Learning):

Through our experiences this spring during Illinois' closure and in-home learning, we learned a tremendous amount about connecting with families and young students. Because of this experiential learning, we are prepared to support parents through offering parent education, helping establish routines during learning at home, and maximizing connections through live virtual meetings and lessons, as well as recorded lessons students can watch repeatedly.

Attendance

Students will be marked present each day they are in attendance for their daily online classes. If a student shows no attendance during their daily online classes, they will be marked absent for that day. After several absences a teacher will be in contact with the family.



Oak Room Remote Learning Schedule

TIME	ACTIVITY	COMMENTS
10:00-10:30	Daily Group Meeting	Calendar, Songs and Books, Show and tell, Friday dance parties, etc.
9:00-10:00 10:30-11:30	Daily Individual or Small Group Lessons	15-30-minute lessons scheduled for the following week depending on students' needs and readiness
11:30 – 1:00	Office Hours and Additional Help for Kindergarteners	Scheduled <u>Zoom</u> calls with students and/or parents for support and questions. Additional individual lessons for Kindergarteners, as needed.
Our virtual classroom will be Google Classroom where I will be posting materials and work packets.		

Willow Room Remote Learning Schedule

TIME	ACTIVITY	COMMENTS
9:00 – 9:30	Daily Group Meeting	My Favorite Thing, Songs and Books, Virtual Wednesday Walkabouts
9:30 – 11:30	Daily Individual or Small Group Lessons	15-30-minute lessons scheduled on Friday for the following week depending on students' needs and readiness
11:30 – 1:00	Office Hours and Additional Help for Kindergarteners	Scheduled Zoom calls with students and/or parents for support and questions. Additional individual lessons for Kindergarteners, as needed.
Our virtual classroom will be Google Classroom where I will be posting materials and work packets.		



Elementary Remote Learning Schedule

TIME	ACTIVITY	COMMENTS
8:00-8:30	Community Meeting Whole Group	Student council — students will run this. Topics will include issues at hand, feelings, community building, and social/emotional learning
8:30-9:00	Short story read aloud Whole Group	Read a short story and have a share out after
9:15-10:15	Grade Level Lessons	
10:15-11:15	Grade Level Lessons	
11:15-12:00	Office Hours	Parents and Students can reach me LIVE via <u>Zoom</u> . Emails, phone calls. Extra assistance
12:00-12:45	Lunch/recess	
12:30-1:30	Read Aloud/Discussion Whole Group	Read from chapter book. Discussion to follow.

Monday: 1st grade lesson at 9:15
 2nd grade lesson at 10:15

Tuesday: 3rd grade lesson at 9:15
 4th grade lesson at 10:15

Wednesday: 5th grade lesson at 9:15
 6th grade lesson at 10:15

Thursday Theme Day: Hat Day, Pajama Day, Favorite Sport Day, etc. **Whole group 9:15-11:15**

Friday Fun Day: Guest Speaker Madison Audubon, Magic School Bus Video (water cycle, plants, thunder, etc.), Kahoot learning games, virtual field trips, etc. **Whole group 9:15-11:15**



**When children are not in a lesson from 9:15-10:15, they should be working on independent work such as ongoing research (independently or with a classmate via Zoom), math practice, independent reading, etc. They will have plenty to focus on for the week after their lesson.

Adolescent Community

TIME	ACTIVITY	COMMENTS
9:00-10:00	Class meeting Group lessons Assignments given Check in on assignments	
10:00-12:00	Individual/Small group work Office hours	
12:00-1:00	Recess	
1:00-2:00	Reading	

Health and Safety Action Plan and/or Procedures

Face Coverings

Face Coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Face coverings are not surgical masks, respirators, or other medical personal protective equipment. Please note that due to the nature of some of the presentations given in our early childhood programs, face coverings may be removed for part of all of the presentation.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

1. Staff

Staff will be required to wear face coverings at the following times:

- Arrival and Dismissal
- When performing health screening of staff and children
- When working in the classroom except during presentations that require clear articulation and visibility, such as
 - language exercises and presentations
 - Social distancing will be taken as a precaution
- When assisting an ill child or staff member.

2. Children

Children in our programs are required to wear face masks any time social-distancing of six feet is not possible. Children will be encouraged and supported in wearing a mask properly, as well as having the adults in their environment model proper mask wearing. Included in this approach is helping children understand that masks are worn as both a courtesy and a safety measure for ourselves and those around us as part of normal daily life.



Playground Safety

- Ensure hand washing immediately before and immediately after recess.
- Mask-free zones will be created for children to take off their mask with safe social distancing markings.
- Playground equipment will be sanitized daily.
- Masks must be worn outside when children cannot be six feet apart.

Increased Ventilation

Classroom windows will open as much as allowable depending on weather conditions.

Health Screening

Daily employee and child health screenings are important to help the transmission of COVID-19 at school.

This section covers the following Health Screening Topics:

- Health and Temperature Screening Protocol
- Staff Self-Screening Prior to Arrival at School
- Staff Screening at School
- Parent Screening of Child Prior to Arrival at School
- Staff Screening of Child at School

Health and Temperature Screening Protocol

All children and staff who meet any of the criteria below will be denied entry:

- Temperature of 100.4 degrees Fahrenheit or higher
- Chills
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, nausea or vomiting, or abdominal pain
- New onset of severe headache



- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person with confirmed COVID-19 OR
- Had close contact (within 6 feet of an infected person for at least 15 minutes) with a person under quarantine for possible exposure to COVID-19.

Staff Self-Screening Prior to Arrival at School

Staff members will conduct self-screening prior to arrival at school. If a staff member self-identifies as having symptoms listed in the screening criteria above, she/he will contact the designated administrator, not come into work, and follow the procedures in the section: COVID-19 Symptoms at School – Staff.

Staff Screening at School

A designated Administrative Staff Member will conduct and record Staff Health Screening for each staff member upon arrival at school.

Parent Screening of Child Prior to Morning Arrival

Parents are encouraged to be on the alert for signs of illness in their children and to keep them home when they are sick. Parents are required to conduct the pre-screening each day at home. Parents who have not completed pre-screening prior to arrival must complete it prior to the child entering the program.

Staff Screening of Child at School

- Upon arrival, a staff member will take your child's temperature using a contactless thermometer.
 - If the child has a temperature of 100.4°F or higher, the staff member will verify the temperature with another contactless thermometer.
 - A child with a temperature of 100.4°F or higher will not be admitted.
- Staff will conduct and log temperature checks of each child and adult in the community every day
- Staff will make a visual inspection of the child for signs of illness which could include flushed cheeks, rapid breathing, or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness. If the child exhibits any of these symptoms at arrival or at any point during the day, the child will be isolated and parents will be required to pick up their child.

COVID-19 Symptoms and COVID-19 Cases in School

This section provides details and procedures for the COVID-19 Symptom, Exposure, and Diagnosis within the school community:



- COVID-19 Symptoms at School – Children
- COVID-19 Symptoms at School – Staff
- COVID-19 Exposure – Staff and Children
- Positive Case of COVID-19 in the Classroom Community – Children or Staff

COVID-19 Symptoms at School – Children

If COVID-19 symptoms begin while at school, the child must be sent home as soon as possible. Sick children will be kept separate from well children and staff. Contact will be limited as much as reasonably possible, while ensuring the safety and supervision of the child until they leave.

- Classroom staff will follow these isolation procedures:
 - Classroom staff will take the child to the Isolation location in the main office:
 - Isolation location #1: Main Office Bathroom
 - Isolation location #2: Ms. Eileen's Office
 - The classroom staff will inform the office staff of symptoms exhibited.
 - The office staff will contact parents to come to school to pick up the child.
 - Siblings to child showing symptoms will be removed from their classroom and placed in a separate an isolation room.
 - The office staff will contact parents to come to school to pick up the child and their sibling.
 - Once a parent has left with the ill child, the isolation area will be shut down and sanitized 24 hours later.
- Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.
- Families are encouraged to coordinated decision-making around the child's care with the family health care provider if there are specific health concerns, chronic disease, or complex social or emotional dynamics in the home.
- In the case of a child who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the child will be assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return under Children or Staff Positive Case of COVID-19. If a student does not provide a healthcare provider's note documenting an alternative diagnosis, they must complete 10 calendar days of isolation from the date of the first symptom onset and be fever-free for 24 hours without use of fever-reducing medications and other symptoms have improved before returning to school.
- A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a medical professional's note clearing the individual for return based on a negative COVID-19 test or an alternative diagnosis. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can return to school. Follow school health policies and communicable disease guidance for those illnesses. A doctor's note documenting the alternative diagnosis or a negative COVID-19



test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms.

COVID-19 Symptoms at School – Staff

Staff is encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff is encouraged to stay home if they are exhibiting symptoms of COVID-19 and to contact their healthcare provider.

- Staff exhibiting new or worsening symptoms of possible COVID-19 at school should:
 - Leave the classroom
 - Obtain a COVID-19 test; and
 - Follow the recommendations of their healthcare provider.
- In the case of a staff member who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to work until the individual has met the return criteria for Children or Staff with Positive Case of COVID-19.
- If the staff member has symptoms that could be COVID-19 and wants to return to work before completing the above self-isolation period, the individual must obtain a medical professional's note before clearing the individual for the return based on a negative nucleic acid COVID-19 test or an alternative diagnosis. At a minimum, the individual must be fever-free for 24 hours without the use of fever-reducing medication and have had no diarrhea or vomiting in the previous 24 hours. Other diseases have specific criteria for when a student or staff member can return to school. Follow school health policies and communicable disease guidance for those illnesses. A doctor's note documenting the alternative diagnosis or a negative COVID-19 test result should accompany a student or staff member returning to school with an alternative diagnosis after experiencing COVID-like symptoms.

COVID-19 Exposure – Staff and Children

If a staff member or child has been identified as having close contact to someone outside the classroom community who is diagnosed with COVID-19, that staff member or child will be required to self-quarantine for 14 days per the CDC guidelines. Close contact is defined as being closer than 6 feet apart for more than 15 minutes with a person who was infectious.

Positive Case of COVID-19 in the Classroom Community – Children or Staff

If COVID-19 is confirmed in a child or staff member in a classroom community, all persons regularly in that community will be required to self-quarantine for 14 days per the CDC guidelines. The following actions will be taken by school administration:



- Contact the Will County Health Department to report the presence of COVID-19 within our school community.
- Notify the Illinois Department of Public Health.
- Notify staff and parents/caregivers that a member of the classroom community has been diagnosed with COVID-19. Confidentiality will be maintained.
- Notify the school community that a child in the school (not their community) has been diagnosed with COVID-19. Confidentiality will be maintained.
- Close the specific classroom community for 14 days to allow self-quarantine for all children and staff in the classroom community who have been in close contact with the person diagnosed with COVID-19 (per CDC guidelines).
- Any classrooms with a sibling of a COVID-19 positive case will transfer to in-home learning for two days while the school cleans and disinfects the classroom. Siblings of students that have tested positive for COVID-19 must stay home during the 14-day quarantine.
- Complete disinfecting procedures.

*Decisions about extending any closure will be made in consultation with the Illinois Department of Public Health and Will County Health Department.

Children or Staff with a Positive Case of COVID-19, who have exhibited symptoms and who have stayed home (home isolated) can return to school/work when the following criteria are met:

(<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.htm>)

- At least 1 day (24 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); and
- The child or staff member has improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
- At least 10 days have passed since symptoms first appeared, or Negative results of an FDA Emergency Use Authorized COVID-19 molecular assay for detection of SARS-CoV-2 RNA from at least two consecutive respiratory specimens collect >24 hours apart (total of two negative specimens).

Quarantine and Isolation – Definitions

From the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

Quarantine

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home,



separate themselves from others, monitor their health, and follow directions from their state or local health department.

Isolation

Isolation is used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Communication

Joliet Montessori School will communicate:

- With families, if their child has been in close contact with someone at school who has then tested positive for COVID-19.
- With staff, if they have been in close contact with someone at school who has tested positive for COVID-19.
- With the entire school community if a classroom community has been closed temporarily due to COVID-19 exposure.

Physical Distancing Strategies

Joliet Montessori School staff understands that young children cannot always distance themselves from other children or adults while at school. Young children learn by engaging with their environment, which includes the other people in it. However, Joliet Montessori School will employ the following strategies for limiting the spread of COVID-19 in our communities:

- Communities will consist of stable groups, limited in the number allowed by the State of Illinois. Stable means the same children and their consistent caregiver(s) are in the same group each day.
- Children shall not change from one group to another during the day.
- Groups shall not mix with each other except for Before and After Care.
- The guide and assistant will remain with a single group each day. Primary assistants will move between classrooms to sanitize materials in clean PPE when moving to a new classroom. In the case of illness, a designated substitute for the group will assist with caregiving.
- When possible, children will have designated work space to ensure distance between classmates.
- The physical distance between children will be increased in daily work locations, group gatherings, meals, and snacks.
- At nap time, children's cots will be spaced out as much as possible, with alternating head to toe arrangements to reduce the distance between children.



Healthy Hand Hygiene

Washing hands can keep you healthy and prevent the spread of infections from one person to the next. All children and staff will engage in hand hygiene at the following times:

- Arrival to the classroom and after breaks
- Before and after each work choice
- Before and after eating or handling food
- After using the toilet or helping a child use the bathroom
- After coming in contact with bodily fluid
- After playing outdoors
- After handling garbage
- Before and after touching your eyes, nose, or mouth because that's how germs enter our bodies.

Follow Five Steps to Wash Your Hands the Right Way

(<https://www.cdc.gov/handwashing/when-how-handwashing.html>)

Follow these five steps every time.

1. Wet your hands with clean, running water (warm or cold), turn off the tap, and apply soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
3. Scrub your hands for at least 20 seconds.
4. Rinse your hands well under clean, running water.
5. Dry your hands using a clean towel or air dry them.

After assisting children with handwashing, staff should also wash their own hands.

Use of Hand Sanitizer for Adults and Children When You Can't Use Soap and Water

Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol. Sanitizers can quickly reduce the number of germs on hands in many situations.

How to use hand sanitizer

1. Apply the gel product to the palm of the hand (read the label to learn the correct amount).
2. Rub your hands together.
3. Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.



Cleaning and Disinfecting

Joliet Montessori School has a detailed plan for cleaning and sanitizing each community.

These efforts include the following:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially materials, door handles, and faucets.
- All bathrooms will be cleaned and disinfected regularly throughout the day.
- All environments to be cleaned and sanitized nightly.

Cleaning and Sanitizing Materials

- Materials that cannot be cleaned and sanitized will not be used.
- Children will place a laminated red “x” card on the material, indicating it may not be used. Material will be sanitized by a supervisory adult.
- Materials that children have placed in their mouths or otherwise contaminated by body secretions or excretions will be set aside until they are cleaned by hand by a person wearing gloves. These materials will be sanitized prior to use by the next person.

Cleaning and Disinfecting Bedding

Each child’s bedding is kept separate. Mats are labeled for each child and disinfected daily. Bedding is cleaned at least weekly.

Cleaning and Disinfecting Procedures if an infected person (staff or child) has been in a school building:

Close off areas used by the individuals with COVID-19 and wait 24 hours before beginning cleaning and disinfection to minimize the potential for exposure to respiratory droplets. Open outside doors and windows to increase air circulation in the area.

Staff will clean and disinfect all areas used by the ill persons, focusing especially on frequently touched surfaces. Staff must follow [CDC’s guidelines for cleaning and disinfecting](#).

Cleaning and Disinfecting Products

Joliet Montessori School uses disinfecting products that are EPA-approved for use against the virus that causes COVID-19.

https://www.cdc.gov/coronavirus/2019-ncov/community/pdf/ReOpening_America_Cleaning_Disinfection_Decision_Tool.pdf



Food Preparation and Serving

- Each child will bring their own lunch from home. Children may use reusable lunch containers.
- For Primary, individual snacks will be provided and parents may send their child with their own snack.
- Elementary and Adolescent students may bring their own snack from home.
- Staff will ensure children wash hands prior to and immediately after eating.

Additional Policies and Procedures to Mitigate Spread of COVID-19

General Policies and Procedures and Planning

Joliet Montessori School has and will continue to collaborate, share information, and review plans with local health officials to help protect the whole school community. School plans are designated to complement other community mitigation strategies to protect high-risk populations and the healthcare system and minimize disruption to teaching and learning.

This document was compiled using the COVID-19 guidelines and recommendations for schools and childcare programs published by the CDC, state of Illinois, and Will County. Joliet Montessori School's procedures meet or exceed the minimum standards of care and will be updated as new information or additional guidelines are made available.

[CDC Considerations for Schools](#)

[CDC Guidance for Schools and Child Care](#)