



KHALSA MONTESSORI SCHOOL

2020-21 Roadmap to Reopening Policies

Updated August 2020

Overview	4
New Health and Safety Protocols	4
Daily Home Health Screenings	5
Physical Distancing Guidelines	5
Requiring the Use of Masks	5
Healthy Hygiene Practices	5
Limiting People on Campus: New Visitors' Policy	5
Staggering Drop-off and Pick-up Times	6
Additional Health and Safety Protocols	6
Enhancing and Intensifying Cleaning and Increasing Ventilation	6
Reducing the Use of Shared Objects	6
Bringing Food and Beverages from Home	6
Providing Health and Safety Training for Staff	6
Attendance Policies	7
Charter School Student Attendance Policies	7
Staff Attendance Policies	7
Back-Up Staffing Plan	7
Plan for Medically Fragile Students and Staff	8
Absence and Reporting Policies	8
Home Isolation Policies for Students and Staff	8
For Students or Staff Exposed to COVID-19 or with a Positive Test for COVID-19	8
For Students or Staff with Negative Tests or Without Tests	8
For Students or Staff with Other Symptoms	8
Isolating and Removing Those Who Are Sick	9
Reporting for Suspected or Confirmed COVID Cases	9
Designated COVID-19 Point of Contact	9
Communications for Suspected or Confirmed COVID Cases	9
Instruction	9
Expectations by Level	9
Specials	10
Students with Diverse Learning Needs	10
For Parents: Expectations during Remote Learning	10
Extended Care	11
Technology	11
New School Schedules	11
River Road Campus	11
Infant room	11
Toddler room, Primary 3- and 4-year-olds, and kindergarten	11

Khalsa Montessori School: Roadmap to Reopening Policies

All elementary and middle school students	12
Lower elementary	12
Upper elementary	12
Middle school	12
Camden Campus	12
All kindergarten and elementary students	12
K-1	12
Grades 2-6	12
Screening, Drop Off, and Pick Up Routines	12
At-Home and On-Campus Screening Procedures	12
On-Campus Screening Locations	13
Drop Off and Pick Up Procedures and Locations	13
Infant Room	13
Toddlers	13
Primary	14
Communications	14
Social and Emotional Health	14
Coaching Resources	15
Maintaining Community	15

Overview

To The Khalsa Community,

The past few months have been filled with challenging and unexpected circumstances that few of us could have imagined. Despite the difficulties imposed by the COVID-19 pandemic, Khalsa Montessori School intends to rise to the occasion to support students, staff, and families. We have never been more honored to be a part of the Khalsa community, and we are continually inspired by the work our teachers, staff, parents, and students are doing during this crisis. While the upcoming school year will look different from past years, our goal is to provide Montessori education for our students, and a compassionate workplace for our staff, as safely as possible.

With guidance from the Arizona Department of Education's [Roadmap for Reopening Schools](#), the Centers for Disease Control, the American Montessori Society, Pima County Health Department, and our parent and staff community, we have developed our Roadmap to Reopening Policies. This document provides a series of policies for how our schools will approach the 2020-2021 school year. Given the fluidity of the public health situation, this will be a living document that will be updated based on the most current information. There are still many unknowns about the future of this virus and its impact on our world, state, and school community.

Please continue to reach out to Khalsa Montessori School with your questions, feedback, challenges, and success stories. We will continue to provide you with information as we move forward. We plan to get through this challenging time together. We have received many thoughtful letters from Khalsa families and are grateful. Thank you for your support.

Sincerely,

The Khalsa Administration Team

New Health and Safety Protocols

Ensuring the health and safety of our children and staff is our highest priority as we proceed toward reopening the school's campuses. In order to reduce the spread of the virus and maintain healthy environments, Khalsa Montessori School will implement new health and safety protocols as follows:

- Daily home health screenings and monitoring for illness
- Limiting the size and mixing of groups and observing 6-foot physical distancing (when possible)
- Requiring the use of masks for adults on campus and children ages 3 and up
- Teaching, promoting, and modeling healthy hygiene practices
- Limiting people on campus through a new visitors' policy
- Staggering drop off and pick up times
- Additional health and safety measures will be implemented including: enhanced cleaning, increasing ventilation indoors, reducing the use of shared objects, bringing foods and water from home, and providing health and safety training for staff



Daily Home Health Screenings

New screening procedures will be implemented effective immediately:

Home Health Screening using the Fever Free app

- Parents will check their child's temperature and answer screening questions at home using the Fever Free app.
- Parents will park and walk their child to the front gate where they will be greeted by Khalsa School staff
- Parents will show their Fever Free clearance badge to school staff and the child will receive a handstamp before being escorted inside the gate.
- A staff member will walk the child from the gate to their designated classroom or play area

**Elementary and Middle School families may pull into the red curb drop off zone and may stay in the car to show their badge to the staff member there who will give the child their handstamp. The child will show their handstamp to staff at the gate.

Health Screening at School

- For families unable to use the Fever Free app a screening station will be available at the front gate
- Parents will park and walk their child to the screening station where a staff member will take their temperature and ask health screening questions
- The child will receive a handstamp and a staff member will escort them inside the gate.

A staff member will walk the child from the gate to their designated classroom or play area

- Staff will monitor students for signs and symptoms of new respiratory and GI infections throughout the day.
- Refer to later sections of this document for screening procedures, home isolation policies, and information on how to respond to signs or symptoms of potential infection.

Physical Distancing Guidelines

Limiting the physical interactions of students and staff is one way to mitigate exposure to infectious disease. Physical distance will be promoted by the following strategies:

- Class sizes will be modified when feasible for maintaining maximum distance between individuals.
- Student and staff groupings will be as static as possible by having the same group of children stay with the same staff, when feasible.
- The school will limit mixing between groups when possible.
- Classroom environment layouts will be modified to reduce contact and maximize distance.
- Shared and outdoor spaces will be scheduled to reduce a mixture of student groupings.
- Staff will maintain a 6-foot distance from each other when possible. Distance markers will be used to identify proper distances.
- Visual decals will be placed on campus to promote physical distancing, especially at locations where lines might form, like drop-off areas.
- To further reduce adult contact, parents will not be permitted on campus.

Requiring the Use of Masks

All staff, all students 3 years old and up, and all caregivers dropping off or picking up a child will be required to wear a mask. Face masks are an effective way to mitigate transmission from individuals who are infectious, even when they do not have symptoms. When worn properly, masks limit the spread of droplets and smaller aerosols when people breathe, speak, cough, or sneeze. Exceptions will be made for mealtimes and snack times.

Note: Cloth face coverings should not be placed on:

- Children younger than 2 years old
- Anyone who has trouble breathing or is unconscious
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering

without assistance

- The office will maintain a weekly schedule of all appointments expected that week.

Healthy Hygiene Practices

School staff will teach, promote, and model healthy hygiene practices:

- Hand hygiene: Washing hands with soap and water for at least 20 seconds, or using hand sanitizer containing at least 60% alcohol if soap and water are not available.
- Students will receive a daily rubber hand stamp. This is a visual reminder to staff that the student has passed the health and temperature screening. If the student washes their hands regularly throughout the day, it is expected that the stamp will wear off, which is a visual indicator to parents that the child practiced healthy hand hygiene that day.
- Respiratory etiquette: Covering all coughs and sneezes with a tissue (or coughing or sneezing into elbow), immediately discarding used tissues, and washing hands after coughing or sneezing.

Limiting People on Campus: New Visitors' Policy

In conjunction with daily screening, limiting people on campus to students and staff can help mitigate the spread of the virus. Therefore, a new visitors' policy is

in immediate effect for parents, guests, applicants, workers, service people, delivery people, and others:

- No adults will be allowed on campus without an appointment.
- The person making the appointment with the visitor is responsible for providing the visitor with screening questions and letting them know that handwashing, mask wearing, and temperature check are all required. A negative response to all screening questions will be required before coming on campus.
- Visitors must check in at the front office for their appointment.
- The person making the appointment is responsible for notifying the office of the name and purpose of the incoming visitor.

Staggering Drop-off and Pick-up Times

In order to reduce crowding and limit virus transmission, the school is also implementing new drop-off and pick-up schedules, which are detailed in later sections of this document.

Additional Health and Safety Protocols

In addition to the policies, guidelines, and procedures detailed above, the school will also implement the following protocols:

Enhancing and Intensifying Cleaning and Increasing Ventilation

School staff will:

- Sanitize high touch areas throughout the day.
- Employ an ozone cleaner in the evenings.
- Increase ventilation indoors: Classroom ventilation systems will use HEPA air filters. When possible, teachers and staff will also increase circulation of outdoor air as much as possible, for example by opening windows and doors unless doing so poses a safety or health risk.
- Increase outdoor instruction when possible.
- Additional material cleaning with UV light disinfectors.



Reducing the Use of Shared Objects

- The school will reduce the sharing of materials when feasible, and will discourage sharing of items that are difficult to clean or disinfect.
- In addition, each child's belongings will be kept separated from others' and in individually labeled containers, cubbies, or areas.
- The school will also ensure adequate supplies to minimize sharing of high-touch materials to the extent possible. Each child will have a personal box that will stay at school containing needed school supplies like pencils, erasers, scissors, or glue. These items will not be shared. Alternatively, some classrooms may have a bin to collect used pencils, scissors and other shared classroom tools which will then be sanitized before being returned to the shelves.

Bringing Food and Beverages from Home

Children will bring their own meals from home. In addition, staff and students are required to bring their own water to avoid use and touching of water fountains.

Providing Health and Safety Training for Staff

All staff will be trained on safety and infection control protocols and on all safety protocols. Staff training may be delivered virtually or in person.

Attendance Policies

This section addresses student and staff attendance, excused absences and tardies, the backup staffing plan, and the plan for medically fragile students and staff.

Charter School Student Attendance Policies

Rationale: It is important that parents understand the necessity of regular attendance and accept responsibility for their child's attendance. We consider

school attendance the primary responsibility of the parents. Each student is required to attend classes every day except when illness, injury, or conditions beyond the family's control prevent attending classes. Frequent absences for any reason are certain to have a negative effect on a student's performance in school. **Khalsa Montessori Charter School views regular school attendance as crucial to a child's academic and social success.** Specific classroom lessons are ongoing and some cannot be repeated for children who were absent. These lessons are essential for the student to move successfully through the program.

Excused Absences: During the COVID-19 Pandemic, the school's attendance policy will include flexibility in recognition of the extreme and unprecedented impact on families.

- Teachers will take attendance daily whether the child attends remotely or in the classroom.
- During periods of distance learning, children will be considered present each day they have attended virtual sessions, or via alternate attendance check in.
- Excused absences for students attending in person on campus require that parents notify the office each day their child will be absent.
- Excused absences for students attending through distance learning require that parents notify the child's teacher and the office each day their child needs to be excused from attending scheduled class meetings or lessons, or needs to be excused from assignments.
- Students will not be penalized for excused absences or for excessive absences during the pandemic.

Tardies: Due to COVID-19 screening procedures during periods of in-person attendance on campus, the drop-off time is extended to 9:00 am and tardies will not be counted for students who arrive by 9:00 am for screening. **Students who do not arrive by 9:00 am for screening will not be allowed to attend that day, as screening will not be available after 9:00 am.**

Staff Attendance Policies

Khalsa will implement flexible sick leave policies and practices that enable staff to stay home when they are sick, have been exposed to COVID-19, or are caring for

someone who is sick.

- The school will examine and revise policies for leave, telework, and employee compensation.
- Leave policies will be flexible and will not punish people for taking time off, and will allow sick employees to stay home and away from co-workers. Leave policies will also account for employees who need to stay home to care for their children if there are school or childcare closures, or to care for sick family members.
- Staff members will be excluded from work if they are sick.



Back-Up Staffing Plan

Khalsa will monitor absenteeism of students and employees, cross-train staff, and create a roster of trained back-up staff. We will maintain a ratio of staff to children to ensure safety and will maintain a roster of substitute caregivers who can fill in if staff members are sick or stay home to care for sick family members.

Plan for Medically Fragile Students and Staff

In order to maintain the health and safety of students and staff with health conditions that place them at higher risk during the COVID-19 Pandemic, Khalsa will:

- Identify those who are medically fragile.
- Any medically fragile student/staff member will have a written plan for support/exclusion as needed.

- Offer options for staff at [higher risk for severe illness](#) (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk (e.g., telework, modified job responsibilities that limit exposure risk).
- Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., virtual learning opportunities).
- Consistent with applicable law, put in place policies to protect the privacy of people at higher risk for severe illness regarding underlying medical conditions.

NOTE: Not everyone with COVID-19 feels sick or experiences symptoms in the same way.

Absence and Reporting Policies

Home Isolation Policies for Students and Staff

For Students or Staff Exposed to COVID-19 or with a Positive Test for COVID-19

- Anyone who has close contact with someone with COVID-19 (suspected or confirmed, or with COVID-like symptoms) should stay home for 14 days after exposure, based on the time it takes to develop illness, and must notify school officials of their exposure, symptoms, and testing status.
- If students or staff have tested positive for COVID-19, they must notify school officials and remain in home isolation.

They may return to school after:

- 10 days since symptoms first appeared and
- 24 hours with no fever without the use of fever-reducing medications and
- COVID-19 symptoms have improved (for example, cough, shortness of breath)

Students and staff that have been in contact with the person infected with COVID-19 will be asked to isolate and testing will be recommended.

- If the school experiences 2 positive cases, we will close in-person instruction for 14 days and teach remotely.

For Students or Staff with Negative Tests or Without Tests

- If students or staff have fever with cough or shortness of breath and have tested negative for COVID-19, they should stay home away from others until 24 hours after fever is gone (without the aid of fever-reducing medications) and symptoms of acute infection resolve.
- If students or staff have a fever with cough or shortness of breath and have not been tested for COVID-19, they should stay home away from others until 24 hours after fever is gone (without the aid of fever-reducing medications) and symptoms of acute infection resolve.

For Students or Staff with Other Symptoms

- If children or staff have other non-compatible (non-COVID-like) symptoms and have not been tested for COVID-19, they should stay home until 24 hours after all symptoms are gone without the use of medicine.
- Staff should monitor all children for signs and symptoms of new respiratory and GI infections.
- Students or staff who are symptomatic with respiratory and GI illness should be isolated immediately and be separated from well students and staff until sick students and staff can be sent home.

Isolating and Removing Those Who Are Sick

- The school will immediately separate staff and students with COVID-19 [symptoms](#) (such as fever, cough, or shortness of breath, or GI symptoms) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are.

- Parents and guardians of students with symptoms will be called and students must be picked up within 30 minutes. If parents are not available, the school will call designated people on the Blue Emergency Card.

Reporting for Suspected or Confirmed COVID Cases

Designated COVID-19 Point of Contact

Nirvair Khalsa is the designated personnel to whom sickness should be reported. Nirvair will report to regulatory agencies.

Communications for Suspected or Confirmed COVID Cases

If a staff member or enrolled student contracts the coronavirus, written notice will be provided to each staff member, parent, and the Pima County Health Department as soon as possible.

- A dated, written notice will be posted at the school entrance.
- Documentation of the notification will be maintained in a file at the school for 12 months from the date of the notification; and
- Documentation of the absences of staff members and enrolled children due to the coronavirus will be maintained on facility premises for 12 months from the first date of absence.
- Pima County Health Department epidemiology department will be notified on their 24/7 phone line at 1-520-724-7797 to report positive cases. Confidentiality of the individual will be maintained.
- A parent alert notice will be provided to all families.
- Self-reporting: Consistent with applicable law and privacy policies, staff and families are asked to self-report to the school if they or any of their students have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days

Instruction

Expectations by Level

Toddler Instruction: It is expected that ages 0 - 4 will remain on campus for the duration of the 2020-21 school year. If closure becomes necessary, staff will continue to provide instructional support to parents through:

- Regular class meetings with students
- Individual connection time with students
- Parent support meetings and/or office hours
- Physical materials or DIY instructions for at home learning materials
- Additional support as directed by the school



Primary Instruction: It is expected that ages 3 - 4 will remain on campus for the duration of the 2020-21 school year. If closure becomes necessary, staff will continue to provide instructional support to parents through:

- Regular class meetings with students
- Individual connection time and/or individual lessons with students
- Learning packets
- Physical materials or DIY instructions for at-home learning materials
- Additional support as directed by the school

Kindergarten is part of the charter school. It is expected that kindergarten instruction will be offered remotely when the charter school is offering remote instruction, and in-person when the charter school offers in-person instruction. Parents who pay for full-day kindergarten may choose to place their students in the in-person classroom. If students are attending in person, staff will provide instruction as usual. If students attend remotely, staff will provide:

- Attendance tracking
- Regular class meetings with students
- Individual connection time
- Small group and individual lessons (either live virtual lessons or pre-recorded, or a

- combination of both) with students
- Learning packets
- Physical materials or DIY instructions for at home learning materials
- Regular Benchmark testing
- Regular communication with parents
- Additional support as directed by Khalsa School

Elementary and Middle School: Following the guidelines of the [Arizona Department of Education \(ADE\) Roadmap](#), we intend for the charter schools to plan for distance learning until at least Fall Break. Staff will provide instruction through a variety of methods, including the following. Depending on the age group, not all items on the list below will be used at every level.

- Attendance tracking
- Regular class meetings with students
- Small group and/or individual lessons (either live virtual lessons or pre-recorded, or a combination of both) with students
- Learning packets
- Physical materials or DIY instructions for at-home learning materials
- Regular benchmark testing
- Read aloud time (either live or pre-recorded)
- Reading Zone—the Khalsa Sustained Silent Reading program
- Work time periods
- Virtual social interaction times
- Regular communication with parents
- Additional support as directed by Khalsa School

Specials

Until further notice, specialists (PE, Music, Art, Spanish, Drama) will deliver classes remotely.

Students with Diverse Learning Needs

Students with diverse learning needs will be supported during the 2020-21 school year as follows:

- **Special education**
 - **Students with IEPs:** will receive remote services from the special educator in a manner that supports requirements stipulated in their IEP; when services cannot be duplicated virtually, the IEP team will decide how best to meet the student's needs.
 - **Students with 504 Plans:** will receive accommodations as needed in a virtual

environment to support the accommodations stipulated in their 504 plan.

- **Students in Intervention Programs:** Students identified through benchmark testing as requiring support will receive individualized virtual services in math and reading.
- **English Language Learners:** Students identified through AZELLA testing as English Language Learners will receive individualized virtual services based on state requirements.
- **Child Find:** parents of children age 0-4 who may need developmental support will be referred to Arizona Child Find services as needed.
- **Child Study:** teachers will monitor charter school children for learning progress, and refer children to child study as needed throughout the year.

For Parents: Expectations during Remote Learning

Khalsa recognizes that this is a difficult and stressful time for many families. Working parents with young children take the brunt of the difficulties we face during this time. Khalsa strives to make as many resources available as possible to instruct children and support parents in this process. In order to be successful, we ask parents to help provide a learning home environment for their children. Help us help your child by:

- Providing a designated physical learning space for your child.
- Providing dedicated learning time for your child.
- Providing learning materials for your child including paper, pencils, scissors, glue and a device to connect to the internet. (If you do not have a device or internet connection at home, please contact the school. We have a limited number of devices available to loan.)
- Monitoring your child's work and progress. Plan to dedicate 1-2 hours per day to help your child with school work. Younger children will require a greater amount of time than older children.
- Helping your child attend daily class meetings. It is expected that students engage in school daily even while we are learning remotely. Our

primary method of tracking attendance will be through the daily class meeting.

- Tracking attendance. If your child is not able to attend the daily class meetings, Khalsa will provide families an alternate attendance check in. Khalsa expects your child to engage in school daily unless they are sick.
- Contacting the office if your child is sick or otherwise unable to engage in school.
- Helping your student access learning technology platforms including Google Classroom, Zoom, a classroom website, and other electronic learning resources.
- Being supportive during virtual meetings. While we invite you to listen in on class meetings with your child, please allow them to do the talking and to build their growing skills of independence. If you have concerns, please take those up with the teacher after the meeting is over.
- Attending parent education meetings. We will offer parent meetings this year to instruct parents in the new tools we will be using as well as to provide instructional support.
- Maintaining communication with the school. Please read weekly emails sent by teachers and by the office, and visit our [Khalsa School Reopening News and Resources](#) website often to stay informed.
- Educating yourself on Montessori principles. Read the [Khalsa Learning from Home Handbook](#) and [When Montessori Goes Virtual: Guidelines for Remote Instruction](#) by Montessori Collaborative Teacher Support Task Group, 4-20.

Extended Care

We will offer extended care to our Early Childhood program, but will not be offering extended care (Earlycare or Aftercare) to our first through eighth grade students until we return to in person learning.

Technology

Much of the remote learning this year will be delivered via electronic means. Students will need a device to connect to the internet. If you do not have a device or internet connection at home, please contact the school. We have a limited number of devices available to loan.

New School Schedules

IMPORTANT NOTE: Students who do not arrive by 9:00 am for screening will not be allowed to attend that day.

River Road Campus

COVID screening and Fever Free check will be available from 7:15 to 9:00 am, Monday through Friday, for all ages. **Students who do not arrive by 9:00 am for screening will not be allowed to attend that day.**

Infant room

- 7:15 to 8:30 am – Early morning care
- 8:30 am to 3:30 pm – Regular Infant Community hours
- 3:30 pm to 4:30 pm – Late afternoon care
- 4:30 pm – Infant Community closes

Toddler room, Primary 3- and 4-year-olds, and kindergarten

- 7:15 to 8:15 am – Early care
- 8:15 to 11:45 am – Morning session
- 11:45 am to 3:30 pm – Afternoon session
- 3:30 to 5:30 pm – Aftercare

All elementary and middle school students

- 7:15 to 8:15 am – Early care
- 8:15 to 8:30 am* – Drop off for students requiring child care during remote instruction
- 3:00/3:10/3:20 to 5:30 pm – Aftercare on Monday, Tuesday, Thursday and Friday
- 1:40/1:40/2:00 to 5:30 – Aftercare on Wednesday

Lower elementary

- 8:30* am to 3:00 pm – Supervised child care while students engage in remote learning with breaks for lunch and recess
- 1:40 pm – Early dismissal on Wednesday

Upper elementary

- 8:30* am to 3:10 pm – Supervised child care while students engage in remote learning with breaks for lunch and recess

1:50 pm – Early dismissal on Wednesday

Middle school

- 8:30* am to 3:20 pm – Supervised child care while students engage in remote learning with breaks for lunch and recess
- 2:00 pm – Early dismissal on Wednesday

Camden Campus

COVID screening will be available from 8:15 to 9:00 am.

Students who do not arrive by 9:00 am for screening will not be allowed to attend that day.

All kindergarten and elementary students

- 8:15 to 8:30 am* – Drop off for requiring a child care during remote instruction

K-1

- 8:30* am to 3:00 pm – Supervised child care while students engage in remote learning with breaks for lunch and recess (afternoon optional for kindergarten)
- 1:40 pm – Early Dismissal on Wednesday

Grades 2-6

- 8:30* am to 3:10 pm – Supervised child care while students engage in remote learning with breaks for lunch and recess
- 1:50 pm – Early Dismissal on Wednesday

**Due to Covid-19 screening procedures, drop-off is extended to 9:00 and tardies will not be counted for students who arrive by 9:00 am for screening. Students who do not arrive by 9:00 am for screening will not be allowed to attend that day.*

Screening, Drop Off, and Pick Up Routines

At-Home and On-Campus Screening Procedures

Prior to bringing their child to school, parents will review the Fever Free App screening questions daily at home. A poster with screening questions will also be posted in the drop off area and by the gates. If the answer is yes to any of the questions, the parent will keep the child at home.

Children or staff who meet any of the criteria below will be denied entry:

- Temperature over 100.4°F, with temperature

taken upon arrival at school and at midday.

- A yes answer to any of these screening questions:
 - Have any fever-reducing medications been used in the last 24 hours?
 - Is the child/staff member experiencing any of the following symptoms, and is the symptom of greater intensity or frequency than what is normally experienced?:
 - New Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - In the previous 14 days, have they had contact with someone with a confirmed diagnosis of COVID-19?
 - Are they under investigation for COVID-19?
 - In the previous 14 days, have they traveled to another state or another country? (A positive response may or may not require exclusion; the school reserves the right to make that determination.)
- Parents will show their Fever Free clearance badge at the gate or report to the screening station for temperature check and screening questions.
- The staff member with the thermometer will ask if they can answer “no” to all screening questions, pointing to the poster. If all answers are “no,” the staff member will read the student’s temperature with a contactless thermometer aimed at forehead or inside wrist.
- If the temperature is above 100.4, the student will be retested in 15 minutes. The student will wait with the parent in a shaded holding area and a second-screening staff person will do a retake in 15 minutes. If the second reading is still high, the student will not be allowed to return to school for 72 hours. A second retake can be taken after another 15-minute wait if the parent requests it. If the screening is done in the car and the student’s temperature is high, the parent will move the car to a parking space and wait with the student in the shaded holding area for a retake.
- Students who pass the health and temperature

screening will meet their level escort who will mark the student’s hand with a rubber stamp (see Healthy Hygiene Practices above) and allow them to go inside the gate or escort them.

On-Campus Screening Locations

Screening in person or via Fever Free App is required before entering the campus. **Screening will be closed at 9:00 am and students who do not arrive by 9:00 am for screening will not be allowed to attend that day.**

River Road Campus: Three screening stations at River will be set up when all classes are back in session:

- Front gate

Camden Campus: One screening station at Camden will be set up by the front gate.

Screening Stations: Each screening station will be equipped with:

- Two adult screeners:
 - 1 to check Fever Free App for all clear
 - 1 to take temperature as needed.
- Classroom support staff for stamping hands and escorting children inside the gate
- Three thermometers (two to use and one for backup in case of battery or other problem)
- One large laminated poster with screening questions
- Hand stamps (with extras for backup)
- Cleansing wipes or bleach, etc.
- Hand sanitizer for staff
- Gloves, mask, and PPE for staff
- Clipboard and pen for staff to take notes if needed
- One folding table to hold the supplies
- Popup shade tent, tree, or other source of shade
- Phone or timer for tracking 15-minute wait period

Drop Off and Pick Up Procedures and Locations

Study Hall

Drop Off Procedure:

Study Hall check-in and screening will be at the front gate of the River campus between 8:15-8:30. Students who arrive after 9:00 will not be admitted.

Pick up Procedure:

Pick up M, T, Th, F will also be at the front gate at 3:00.
Wednesday pick up is at 2:00.

Infant Room

Drop Off Procedure:

- Parent will call or text the staff to notify them that they have arrived.
- The infant will be greeted at the parking lot and transported by a designated staff member to the infant room after the arrival screening (as described above).
- Parents wear a mask during drop off.
- Infants' hands are washed after they arrive in the room.

Pick Up Procedure

- The parent will call or text a staff member when they arrive in the parking lot for pick up. A staff member will take the infant to the car or where the parent is waiting on designated decal for distancing purposes.
- Parents wear a mask during pick up.

Toddlers

Drop Off Procedure

- Designated staff will rotate getting the toddler from their car or waiting area outside the toddler area or at the identified markers for physical distancing (decal on the sidewalk).
- Designated staff complete the arrival screening (as described above). The toddler will get their hand stamped and be escorted to the toddler room via the toddler playground.
- The toddler will wash their hands when they arrive in the classroom.

Pick Up Procedure

- The parent will call or text a staff member when they arrive in the parking lot for pick up.
- A staff member will take the toddler to the car or where the parent is waiting on designated decal for distancing purposes.
- Parents wear a mask during pick up.



Primary

Drop Off Procedure

- Designated staff will rotate getting the primary student from their car or waiting area outside in front of the school (identified waiting area with decals for distancing purposes).
- Designated staff complete the arrival screening (as described above). The student will get their hand stamped and be escorted to the primary area via the gate.
- The student puts away their belongings and washes their hands, then goes to the primary playground.

Pick Up Procedure

- The parent will call or text a staff member when they arrive in the parking lot for pick up. A staff member will take the child to the car or where the parent is waiting on designated decal for distancing purposes.
- Parents wear a mask during pick up.

River Lower Elementary, Upper Elementary, and Middle School (when campus reopens for in-person instruction): Parents will pull into the drop off zone and stay in the line of cars until they have moved up to the front of the line for screening or to show that the child was cleared on the Fever Free App, or they may park their cars and walk with their child to the screening area following social distancing decals. Upper elementary and middle school children who arrive by themselves (biking or bussing) will be screened at the front gate, following social distancing decals.

Camden: All parents will park their cars and walk with their children to the screening area by the front gate, following social distancing decals.

Communications

Effective and ongoing communication is a critical component before, during, and after any school crisis. Implementing specific communication procedures and protocols will allow staff, students, families, and the community to safely re-engage in the education process. Khalsa Montessori School will ensure consistent messaging across schools.

Khalsa Montessori School: Roadmap to Reopening Policies

Khalsa Montessori School will provide communications for families including:

- Information on the health and safety measures we are taking to ensure students can return to school.
- Health Protocols: Khalsa Montessori School will work closely with the local health department to develop appropriate safety protocols for students and others entering school facilities.
- The expectations of parents and students if Emergency Distance Learning is implemented.
- Basic information on COVID-19 and measures families can take to stay safe when not at school (DHS fact sheet).
- Clear direction in the roadmap on when to keep a student home and the process for notifying the school.

The school will provide communications to students through:

- Posters in all buildings.
- Direct instruction, regular, daily reminders, and other messaging on hand washing and covering coughs and sneezes.
- All health and safety procedures.
- New classroom and/or distance learning expectations and routines.

Social and Emotional Health

The school will post links to community resources for social emotional support (See [Local Resources](#) on our School Reopening Website) and will provide a contact person in the office (Siri Atma) who can provide help and make referrals to community supports.

Coaching Resources

- Monthly parent meetings, coffees, and/or town halls will be offered during periods of distance learning for parent education, connection, information sharing, and listening to parents.
- The [Khalsa Montessori School Reopening News and Resources](#) website will continue to provide information, helpful articles, and links for parent resources and support.

- Teachers will provide weekly newsletters and will communicate the times that they can be contacted by parents for appointments by phone or online.

Maintaining Community

- The Khalsa Community Organization (KCO) and Camden Parent Teacher Organization (PTO) will continue programs for building community.
- The school will continue connecting with families through the listserv, website, social media.



