

Khalsa Montessori School

Operating Plan Spring 2023

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Overview»

Khalsa Montessori School will continue to be open with greater availability, in person at each campus, through the spring of 2023. Attending in person instruction on KMS campuses entails some increased risk of contracting the COVID-19 virus for all concerned because attending school involves daily human contact among children and staff, who will then be in contact with others in their own homes. Our decision to keep our campuses open recognizes that (1) for KMS families and staff, that risk is balanced against the educational, social and emotional effects for children, (2) our school will continue to have COVID-19 safety protocols recommended by the Center for Disease Control (CDC) and the Maricopa County Department of Public Health (MCDPH) in order to do everything we can to responsibly mitigate that risk, and (3) each family and staff member must decide how to balance those risks at school. We will scaffold what was created the last two years and learn from our experiences.

Our classroom environments are designed to harness the developmental forces of each plane of a child's development in their optimal self-construction created through experiential interactions with the environment. Our ability to guide that development is diminished in the absence of a face-to-face learning environment. By continuing to be open, our campuses fulfill the mission of Khalsa Montessori School, which is to guide the intellectual and character

development of each child along a path towards his full and unknown potential, in ways that honor the complementary needs of the individual and the group.

This document explains the policies and procedures we are employing to mitigate COVID-related risks at school. This updated Spring Plan incorporates the new guidelines from the CDC and MCDPH for schools which varies based on community level of COVID infections. It is based on community risk in our zip code and county.

When the community risk is determined to be low or medium these changes apply. **Masks are no longer required indoors unless a person has had COVID-19, returned after a five day then they must wear a mask for five more days, a person has a direct exposure to self-isolated COVID-19 then they can either self-quarantine for five days, or wear a mask for ten days and test between days 6 through 7. A person who has a high risk for adverse outcome or has a mild respiratory illness and people who prefer may wear masks.** Classes will not segregate by cohorts for the day. The extended care program will not segregate students by class. Masking will stay optional outside for everyone.

When the community risk is determined to be high these changes apply. **Masks are required indoors including a person who has COVID-19, returned after a five day self-isolation then they must wear a mask for five more days, a person has a direct exposure to COVID-19 then they can either self-quarantine for five days, or wear a mask for ten days and test between days 6 through 7. A person who has a high risk for adverse outcome or has a mild respiratory illness and people who prefer may wear masks.** Classes will not segregate by cohorts for the day. The extended care program will not segregate students by class. Masking will stay optional outside for everyone.

Other layers of protection, frequent hand washing and air purifiers in each classroom, will continue. Classrooms within the school will allow children to play during outside recess time. **We will no longer separate students by class before start times, during lunch/recess times, and departure times. Again, this is a strategic risk assessment where students will interact and play while outside by level.** Our teacher to student ratio will be no greater than 1:20 in elementary, 1:10 in primary and 1:5 in toddler programs.

We will continue to model grace and courtesy lessons to navigate this new world we live in: to learn how to wash hands thoroughly, why it's important to do so, why people are wearing masks and how to put one on and take one-off; who has a greater risk of becoming sick and how we can lessen the likelihood of infection by our actions and choices.

These procedures will **only require young children (2yrs-5yrs) to wear masks if needed for the circumstances listed above in the classroom. We will no longer require masking on campus by staff, students or visitors unless the community level is high.** Masking will continue to be optional when outside. Nevertheless, we believe these revised protocols represents an important step in responsibly living with this virus and its variants.

In sum, KMS has concluded that opening our campuses under these conditions is in the best interest of the community and that each KMS family will make its own decision about the balance of risk, and what is best for their children. The information in this document will provide clarity around the practices and procedures KMS has established to minimize exposure to our community but in no way warrants that COVID-19 or other communicable disease infection will not occur through participation in our program.

Spring 2023

January 3, 2023 – June 1, 2023

Program Hours

Virginia Campus Program Hours:

Lower Elementary 8:30am - 3:00pm

Arrival: 8:00am - 8:30am

Departure: 3:00pm - 3:10pm

Elementary Extended Care 7:30am - 8:00am; 3:00pm-6:00pm

Palm Campus Program Hours:

Toddler School 8:00am - 3:30pm

Arrival: 7:45am - 8:15am

Departure: 3:15pm - 3:30pm

Toddler Extended Care 7:30am - 8:00am; 3:30pm-5:30pm

Coronado Campus Program Hours:

Primary School 8:30am - 3:00pm

Arrival: 7:55am - 8:25am

Departure: 2:50pm - 3:10pm

PRI Extended Care 7:30am-8:00am/3:00pm-6:00pm

Locations and Staffing

Location #1: Elementary (Virginia) Campus

- On-Site Coordinator: Genevieve LeTourneau
- UE - 2536 North 3rd Street
 - Renee Soldanel, Ayeleth Molina, Colin Gennett
 - LEE - 2536 North 3rd Street
 - Helen Williams, Kaylyn Keith
 - LEN - 2536 North 3rd Street
 - Carie Modeer, Angie Martinez
 - LES - 2536 North 3rd Street
 - Laurie Alejo, Wendy Ramirez
 - PE/Gardening/ODE - Mark Dugan
 - EEC – 2536 North 3rd Street
 - Elizabeth Kasen, Tawn Altunova, Linda Meagher

Location #2: Palm Campus

- On-Site Coordinator: Erika Grady
- TD – 303 E Palm Lane
 - Chloe Clift, Carmen Barba, Kaitlyn Galindo
 - Revay Cargo, Eredida Moron, Tessa Ridarelli

Location #3: Primary (Coronado) Campus

- On-Site Coordinator: Heather Kimbell
- PN – 346 E Coronado Road
 - Shannon Pursell, Candance Cotto, Nadia Tovar
 - PS – 346 E Coronado Road
 - Dyanna Jiron, Ninfa Hartley, Syera White
 - PU – 346 E Coronado Road
 - Amy Page, Gretchen Sjoberg, Treasure Howie
 - ODE – 346 E Coronado Road
 - Jill Woodhull
 - PEC – 346 E Coronado Road
 - DoJshana Smith-Washington, Kat Taylor, Lexi Chesley

Parent Contact/ Communication

Email and phone

Each teacher has a school email address for parent communications. Teachers will respond to emails within 24 hours during the week. Teachers do not respond to phone messages during the day.

Time-sensitive contact can be facilitated by calling the main office and/or emailing each campus: Elementary frontoffice@kmschools.org, Primary kmpps@kmschools.org, or Toddler/Middle School kmms@kmschools.org

These protocols will change to pre-pandemic practices.

Observations

Classroom observations will open in October. Khalsa encourages all parents to observe their child's classroom. We recommend the entire work cycle of a morning.

Parent Gatherings

Parent Priority Meetings and Parent/Teacher Conferences will occur via Zoom and will be communicated to families at least 1 week in advance. All Parent Evenings, Open Houses, and other special events will be held in person assuming the community level is low or medium.

Children's Meals

Snack

Families are asked to provide a daily snack in their child's lunch box. Family style snack offerings have been suspended. Teacher-led snacks will be provided for extended care students.

Lunch

At arrival, each child brings their lunch box and places it on the shelf or designated area as part of their arrival routine. For more information regarding lunch policies please refer to KMS Food and Nutrition Policies, KMS Parent Handbook.

Arrival and Departure

Our existing assisted arrival and departure procedures, with added procedures for [hand hygiene](#), meet the [state guidelines](#). **We are no longer requiring temperature checks or health attestations upon arrival.**

Arrival for Elementary

- Parents will drive their vehicle to drop students off at the front gate.
- They will **not** park their vehicle.
- Parents are not required to wear face masks during arrival.
- Students upon entry will use hand sanitizer and drop off their lunches/bags.
- Then play on the yard until school starts.

Assisted Arrival for Primary

- Parents will bring their student up to the front gate to sign them in.
- They will park their vehicle.
- Parents are not required to wear face masks during arrival.
- Students upon entry will use hand sanitizer and take their lunches/bags to porch.
- Then play on the yard until school starts.

Arrival for Toddler

- All families bring their child into the building lobby.
- Parents are not required to wear face masks during arrival and departure.
- Parents sign their child in and place items in designated cubbies.
- Parents say goodbye to their child and leave the Toddler Vestibule.
- Students wash or sanitize their hands before entering the classroom or playground.

Late arrival - Late arrival must be scheduled in advance with the main office. Please follow this procedure:

- Contact the Campus Main Office and indicate the approximate time of your child's late arrival.
- Bring your child to the office to sign them in.
- The On-Site Coordinator will assist the child following the regular arrival procedures for their program.

Departure

- Departure for students: Primary 2:50pm to 3:10pm; Lower Elementary 3:00pm-3:10pm; Toddler 3:15pm-3:30pm; Upper Elementary 3:30pm-3:40pm
- Parents are not required to wear face masks during departure.
- Get out of your car, sign out if necessary, and get your child into the car, buckle your child in their car seat, if needed.
- Once your child is in the car, pull up to the driveway to turn into traffic.

Early Departure - Early departure must be scheduled in advance with the teacher and the main office. Please follow this procedure:

- Notify your teacher via email that you will need to pick your child up early.
- Contact the Main Office and indicate the approximate time of your child's early departure.
- Come to the office to sign your child out.
- The On-Site Coordinator will assist the child with an early departure following the procedures for their program.

Additional Policies and Procedures to Mitigate Spread of COVID-19

[Face Coverings](#)

[Daily Activities and Going Out](#)

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

Contact Tracing

Communication

Monitoring Absenteeism

Physical Distancing Strategies

Healthy Hand Hygiene

Cleaning and Disinfecting

General Preparedness and Planning»

Khalsa 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 designed 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, Arizona Department of Health Services, and Maricopa County Department of Public Health. KMS operating procedures primarily follow the minimum standards of care. As new information or additional guidelines are made available, it will be updated

We are no longer requiring all students and staff to have a negative COVID-19 test result before their first arrival day after a planned break/vacation.

[Traveling During the COVID-19 Pandemic](#)

[Arizona Department of Health Services Guidelines](#)

[CDC Guidance on What to Expect at Your Child's School or Early Care and Education](#)

Training»

Staff must be familiar with and receive ongoing training regarding State and CDC recommendations and requirements.

State of Arizona Minimum Standard Health Protocols

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

Training Sessions for staff will cover all topics in this document.

Face Coverings»

Face coverings or masks 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.

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/k-12-guidance.html>

Staff

Staff will not be required but is optional to wear face coverings inside and outside at any time.

- Arrival and departure
- When assisting an ill child or staff member outside

Children

Children will not be required to mask indoors.

Parents and Guests

Parents and guests are not required to wear a face-covering at the following times:

- Arrival and departure
- When on-campus

Health Screenings»

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

This section covers the following Health Screening Topics:

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

Health Screening Protocol

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

- Temperature over 100.4°F or if medications were used to lower an individual's temperature.

Any of the following symptoms if the symptom is of greater intensity or frequency than what is normally experienced:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body ache
- Headache
- Sore throat
- Congestion or runny nose
- New loss of taste or smell
- Diarrhea
- Nausea or vomiting

Anyone with exposure in the previous 5 days to someone with a confirmed diagnosis of COVID-19 or is under investigation for COVID-19 must wear a face mask for ten days and test between day 6-to-7. **Vaccination status is no longer a factor in this recommendation. The section on**

COVID-19 - Exposure- Staff and Children applies in this circumstance as well.

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, they will contact the designated administrator, not come into work, and follow the procedures in the section: COVID-19 Symptoms at School - Staff.

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 before leaving for school.

Staff Screening of Child at School

- The On-Site Coordinator will call any unreported absences and track illnesses among all students and staff.
- 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. All parents are asked to provide COVID-19 vaccination information to the On-Site Coordinator at their campus.

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 and no later than 30 minutes after parents are contacted. 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 offer the child a disposable face mask.

Classroom staff will take the child to the Isolation location in the main office:

- Isolation location #1: Main building, front office
- Isolation location#2: Main building, front office
- Isolation location#3: Toddler vestibule

The classroom staff will inform the office staff of any symptoms exhibited.

Office staff will contact parents to come to school to pick up the child.

The office staff will supervise the child until the parent arrives.

Once a parent has left with the ill child, the isolation area is cleaned and sanitized by office staff.

Materials, toys, and furniture touched by the child who is sent home will be thoroughly cleaned and disinfected.

Families are encouraged to coordinate 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 is assumed to have COVID-19, and cannot return to the community until the individual has met the criteria for return **under Children or Staff with Positive Case of COVID-19**.

A child who has exhibited symptoms that could be COVID-19 can return to school if the parent has obtained a negative test result either PCR or Rapid Test or an alternative medical diagnosis.

COVID-19 Symptoms at School - Staff

Staff are encouraged to monitor their health and required to perform daily health screenings for symptoms of COVID-19. Staff are 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:
 - Put on a disposable mask
 - Leave the classroom
 - Complete the [Maricopa County Health Checker](#)
 - Obtain a COVID-19 test - [Test Collection Sites or Rapid Test](#)
 - 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 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 clearing the individual for the return based on an alternative diagnosis or mask for 10 days and test with a rapid test or PCR after five days from the exposure.

COVID-19 - Exposure- Staff and Children

If a **staff member or child** has been **identified as close contact** to someone either inside or outside the classroom, **who is diagnosed with COVID-19**, that staff member or child **will be required to wear a mask for 10 days and obtain a COVID PCR or Rapid test between days 6-to-7. The 90 days or fully vaccinated rule is no longer used.**

Close contact means being close to a family member or close setting/event where people spend time together closer than 6 feet apart to the person who was infectious or had physical contact.

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

If COVID-19 is confirmed in a child or staff member in a classroom, the school will **report the confirmed case to the Maricopa County Department Public Health** (MCDPH) COVID-19 Online School Reporting Form as is required by the state. In line with CDC guidelines, the school requires anyone who tests positive to quarantine for at least 5 days before returning to school. Khalsa requires that families report positive cases to the On-Site Coordinator. Confidentiality will be maintained. **Any child or sibling of a positive family member** will be required to **self-quarantine for 5 days or mask at school** and then **obtain a COVID PCR or Rapid test between days 6-to-7. The 90 days or fully vaccinated rule is no longer used.**

The following actions will be taken by the school administration:

- Contact Maricopa County Dept Public Health to report the presence of COVID-19
- 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.
- If advised by MCDPH, close the specific classroom community for 10 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).
- Complete disinfecting and deep cleaning procedures. Decisions about closing classrooms or campuses will be made in consultation with the Maricopa County Department Public Health.

Children or Staff with Positive Case of COVID-19, or tested positive with no symptoms can return to school/work when the following criteria are met:

- At least 5 days have passed since symptoms or a positive test result, and
- They continue to wear a mask for days 6-10.
- The child or staff member has improvement in other symptoms and no fever in the last 24 hours without a fever-reducing medication.

Quarantine and Isolation - Definitions

From the CDC:

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).

Contact Tracing»

Contact tracing is a strategy used to determine the source of an infection and how it is spreading. **Contact tracing is no longer recommended by the CDC unless positive cases are in a congregate care or medical setting.**

Communication»

Khalsa 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 when positive cases have been identified or if a classroom community has been closed temporarily due to COVID-19 cases.

Monitoring Absenteeism»

Khalsa Montessori School administrative staff will monitor absenteeism among children and staff. Any unusual patterns will be considered when evaluating the need for temporary or long-term building or campus closure. Decisions about extending closure will be made in consultation with the Maricopa County Department of Public Health and the Arizona Department of Health Services.

Procedure for Recording Community Attendance

Assistant records attendance in weekly attendance log, office staff verify and update the health screening log for the community. Include the reason for absence; contact a parent if the child is not present.

Physical Distancing Strategies»

Khalsa Montessori School does not expect that young children will 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, Khalsa Montessori School will employ the following strategies for limiting the spread of COVID-19 in our communities if community spread is deemed high by the ADHS COVID Dashboard.**

- Communities will consist of stable groups in each classroom and level.
- Stable means that the same children and their consistent caregiver(s) are in the same group each day. They have a ratio of no more than 1:20 in Middle School, 1:14 in Elementary, 1:10 in Primary, and 1:5 in Toddler programs.
- The teacher and assistant will remain with a classroom group each day. In the case of illness, a designated substitute for the group will assist with caregiving.

- At nap time, children’s naptime mats 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 at school whether outside or inside
- Arrival to the classroom and after breaks
- 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 or in sand
- After handling garbage
- Before touching your eyes, nose, or mouth because that’s how germs enter our

bodies.

Follow Five Steps to Wash Your Hands the Right Way

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 hand washing, staff should also wash their own hands.

Use Hand Sanitizer for Adults 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 one 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 20 around seconds.

Cleaning and Disinfecting»

Khalsa Montessori School follows the national standards for cleaning, sanitizing and disinfection of educational facilities for children provided by [Caring for Our Children \(CFOC\)](#) Khalsa Montessori School follows this [Cleaning and Sanitization Practice](#) and has a detailed plan for each community, including staff responsibilities.

These efforts include the following new recommendations:

- Staff will routinely clean, sanitize, and disinfect surfaces and objects daily
- All bathrooms will be cleaned and disinfected daily unless an identified COVID-19 case attended school that day.
- Electrostatic Spraying Technology will be used to disinfect and sanitize the environment where positive cases have been identified. The electrostatic charge ensures that hard-to-reach places are coated evenly and effectively.

Clean and Sanitize Materials

- Materials that children have placed in their mouths or that are 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.
- Machine washable cloth materials will be used by one individual at a time and will be laundered before being used by another child.
- Children’s books, like other paper-based materials such as mail or envelopes, are not considered high risk for transmission and do not need additional cleaning or disinfection procedures.

Clean and Disinfect Bedding

Each child’s bedding is kept separate and stored in individually labeled bags. Nap mats are labeled for each child. Bedding is cleaned weekly.

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

Additional cleaning will be done for area used by the individuals with COVID-19; to minimize the potential for exposure to respiratory droplets; run air purifiers at a higher setting to purify air in classroom and open outside doors and windows to increase air circulation in the area weather permitting. Staff must follow [CDC’s guidelines for cleaning and disinfecting](#)

Cleaning and Disinfecting Products

Khalsa 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_Guidance.pdf

Food Preparation and Serving»

Khalsa Montessori School will not serve family-style meals in the classroom. Each child will bring their own snacks and lunch from home.

Individual snacks for the children will be provided by families.

Extended care/vacation care will provide teacher led, family style snack.

Staff will ensure children wash hands prior to and immediately after eating

Staff must wash their hands before assisting children and after helping children to eat.

Food serving and preparation equipment, including those items used in individual practical life lessons for children, must be washed between uses.

Vulnerable / High-Risk Groups»

Based on currently available information and clinical expertise, older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. To protect those at higher risk, it is important that everyone practices healthy hygiene behaviors.