

Main Line Reform Temple Religious School

COVID-19 Protocols and Policies

Edited 10/1/2020

The reopening guidelines for the MLRT Religious School are intended to ensure the health and safety of the staff, children, and families. Please be aware that these guidelines are fluid and are subject to change depending on the needs of our community and as we receive new or updated guidance from local, state, and federal agencies.

BACK ON CAMPUS

As MLRT's Religious School prepares to welcome our students back to campus this fall, we are making plans that are guided by our commitment to provide the highest quality Jewish education to our students; the most up-to-date public health guidance from the Centers for Disease Control, The Montgomery County Health Department; and MLRT's COVID-19 Task Force and leadership team. Until an effective Coronavirus vaccine is widely available, we will be implementing practices and routines that will make on-campus instruction as safe as possible. We can't wait to welcome back our students, and we're excited to be planning for a school year in which our students are healthy, happy, and engaged.

Rabbi Kevin Kleinman
Director of Education
Main Line Reform Temple




Specific guidelines for reopening procedures are organized into the following categories:

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OVERVIEW OF DAILY PRACTICES FOR RELIGIOUS SCHOOL STUDENTS¹

MLRT is actively working with our local health professionals in creating a set of best practices to help protect all members of our community, while also providing our students a safe, welcoming, and engaging atmosphere. At a very basic level, our Religious School will follow the below practices:

	<p>Classes will consist of the same group of students and teachers each day. Classes will be limited to a small size: considering CDC recommendations for physical distancing of six feet apart and ensuring that staff-to-student ratios will be compliant with state requirements by student age. If a teacher becomes ill or is otherwise unable to work with a specific class on a given day, we will assign a different staff member, trained in all our policies and procedures, to teach that class. We will make every reasonable effort to avoid staff members moving among different groups of children.</p>
	<p>For the foreseeable future, our school will not hold any in-person school-wide or multiple-class special events such as holiday celebrations, performances, activities, and assemblies. That said, we will continue to have music and <i>tefillah</i> virtually as a school community.</p>
	<p>Any individual (student or staff member) who has a fever of 100.4°F (38.0°C) or above, or who demonstrates other signs of illness (cough, shortness of breath, or diarrhea), will not be admitted into the building. We ask that parents partner with us to be on alert at home for signs of illness in their child or anyone else in their household, and to report that information to the Religious School Director, Executive Director, or Teacher so that we can appropriately assess the situation and determine how best to keep all of our students, families, and staff members safe and healthy.</p>

Questions or Concerns?

Call 610-649-7800 or email Rabbi Kevin Kleinman at kkleinman@mlrt.org or Janet Lee at jlee@mlrt.org.

¹ These practices are derived from the CDC's recommendations, as set forth in "Considerations for K-12 Schools: Readiness and Planning Tool," last updated May 19, 2020. See <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

PROCEDURES FOR ARRIVAL AND DISMISSAL

**All Religious School Arrival and Dismissal Will Take Place at the Main Entrance (with the exception that Sunday morning Arrival will take place at the entrance at the end of the sidewalk)*

Religious School staff and families will utilize the following procedures each day for the arrival and dismissal of students.

GENERAL PROCEDURES FOR BOTH ARRIVAL & DISMISSAL

- If feasible, we recommend that the same parent or designated caregiver drop off and pick up their child(ren) every day.
 - Parents/caregivers must wear a face covering, which covers their noses and mouth², during arrival and dismissal.
 - We recommend that older individuals (e.g., grandparents) or those with serious underlying medical conditions **do not** pick up children, as they are at higher risk for severe illness from COVID-19.
- Although we strive to have an “open door policy” for our families, in our effort to protect the school environment, for the foreseeable future, ***a student’s parents or caregivers will NOT be permitted to enter the school wing, absent extraordinary circumstances to be determined by the Director of Education or his designee.*** The FOB system will not be operational.

RELIGIOUS SCHOOL IN-PERSON CLASS SCHEDULE

Sunday

Kindergarten-2nd Grade: 9:15am-11:15am

3rd Grade: 9:00am-11:30am

Tuesday

7th Grade: 6:45pm-8:00pm

Wednesday

4th-6th grade: 4:15pm-5:30pm

**Arrival time between 4:00-4:15pm*

² See "Order of the Secretary of the Pennsylvania Department of Health Requiring Universal Face Coverings," issued July 1, 2020.

ARRIVAL – Takes Place at the Main Entrance of MLRT

1. Arrival on Sunday morning will be staggered by grade level. Arrival on Wednesday is naturally staggered by parents dropping students off after their respective school days.
 2. Upon arriving at MLRT, parents/caregivers will pull all the way forward in the carpool line outside the main entrance.
 3. Parents/caregivers will wait in their respective vehicles with their child(ren) until it is their child(ren)'s turn to be screened and checked-in by the Religious School staff member (“Designated Staff Member”)
 4. The Designated Staff Member will have washed their hands prior to arriving at the designated arrival location and will wear a face mask the entire time stationed there. The Designated Staff Member will use alcohol-based hand sanitizer in between screening/signing-in each family.
 5. At the designated arrival location, the Designated Staff Member will screen each child following the procedures outlined below.
 6. The Designated Staff Member will ask the parent/caregiver whether:
 - A. The student(s) or anyone in the student(s)' household(s) has/have exhibited any of the following symptoms within the past 72 hours:
 - Fever (100.4°F [38.0°C] or higher)
 - Cough
 - Shortness of breath
 - Diarrhea
 - B. Whether the student(s) or anyone in the student(s)' household(s) has had known unprotected (i.e., without personal protective equipment) exposure to someone who has tested positive for COVID-19 within the past 14 days.
 - C. Whether, within the past 14 days, the student(s) or anyone in the student(s)' household(s) has traveled outside the country, on a cruise ship, or to one of the states identified by the Pennsylvania Department of Health as having high numbers of COVID-19 cases.[11](#)
- ❖ If a parent/caregiver answers “yes” to any of the above questions, the student(s) will not be permitted to enter the school building until:
- The child(ren) has a negative COVID-19 test; **OR**
 - A signed doctor's note indicating that the child(ren) are cleared to return to school; **OR**

- Until 10 days have passed since the onset of symptoms, and with no fever or symptoms in the last 72 hours.
- ❖ The student(s) will not be permitted to return to school until after 14 days have passed from the day that the student or member of the student’s household(s) returned home after having traveled outside the country, on a cruise ship, or to one of the states identified by the Pennsylvania Department of Health as having high numbers of COVID-19 cases.
7. If the student(s)’s parent/caregiver answers “**no**” to all three of the screening questions, the Designated Staff Member will visually check the student(s) for signs of illness, including flushed cheeks, rapid/labored breathing (without recent physical activity), and/or fatigue. If the Designated Staff Member observes any of the above signs of illness in the student, then the student **and** the student’s sibling(s) will be sent home and not be permitted to return to School until:
- The student has a negative COVID-19 test; **OR**
 - A signed doctor’s note indicating that the student is cleared to return to school; **OR**
 - Until 10 days have passed since the onset of symptoms, and with no fever or symptoms in the last 72 hours.
8. If the Designated Staff Member does not observe any signs of illness, then they will screen the student’s temperature using a non-contact temporal thermometer. The Designated Staff Member will disinfect the thermometer with an alcohol-based disinfecting wipe after each use.
- A.** If the School’s temperature screening indicates that the child has a fever (100.4°F [38.0°C] or higher), the temperature will be double-checked for accuracy. (To avoid the risk of an inaccurate, artificially high temperature reading, we recommend that students travel to school in an air-conditioned vehicle on warm days.)
- B.** If the second temperature screening indicates that the student has a fever (100.4°F [38.0°C] or higher), then the child will not be permitted to enter the School until:
- The student has a negative COVID-19 test; **OR**
 - A signed doctor’s note indicating that the student is cleared to return to school; **OR**
 - Until 10 days have passed since the onset of the fever, and with no fever or symptoms in the last 72 hours.
9. After the student(s) has been screened for illness, according to the procedures set forth above, the Designated Staff Person will complete the check-in form for the student(s) for the day.
10. Because there will not be time for parents/caregivers to share important information about their student with the student’s teacher at drop-off, we urge parents/caregivers to contact their

student's teacher via email (or to contact the Director), if there is information that the student's teacher should know for the day.

11. Hand hygiene stations will be provided at each arrival location for students to use to sanitize their hands before entering the building.
12. After a child has been signed in and sanitized their hands, they will be escorted to their respective classroom by a Designated Staff Member.

DISMISSAL – Takes Place at the Main Entrance of MLRT

1. Dismissal on Sunday morning will be staggered by grade level. Dismissal on Wednesday will occur with all grades simultaneously.
2. There will be a Designated Escort for each class, who will implement departure procedures for all the students in that class.
3. The Designated Escort will wash their hands prior to beginning dismissal procedures.
4. The Designated Escort will escort all students from the class to the departure area (front sidewalk and main lobby) where students will be spaced apart, and then to their respective vehicle.
5. Parents/caregivers will wait in their vehicles in a carpool line until their student(s)'s Designated Escort brings the student(s) to the vehicle.
6. When the Designated Escort brings their student(s) out to the vehicle, parents/caregivers are responsible for getting their student(s) into the car and buckling them in their car seat(s). Parents/caregivers are expected to wear masks when they get out of their vehicles.
7. The Designated Escort will use an alcohol-based hand sanitizer between escorting each student to their vehicle.

EARLY DISMISSAL

1. Parent/caregiver will notify the Religious School office in advance via phone or email if they are picking their student(s) up early.
2. Parent/caregiver will park their vehicle in the parking lot and walk to the main entrance with a face covering and ring the bell to speak to office staff. Parents/caregivers will remain outside the building.
3. Parent/caregiver will inform the office staff that they are here to pick up their student.
4. The office staff will notify the Religious School office that a parent is picking a student up early.
5. The Designated Religious School staff member will escort the student to the main lobby.
6. The parent/caregiver will sign their student out and bring them to their vehicle.

MASKS AND PERSONAL PROTECTIVE EQUIPMENT FOR STAFF & STUDENTS

- All Religious School staff must always cover their mouths and noses with a face mask during Religious School.
- All students must always cover their mouths and noses with a face mask during Religious School arrival, class, and dismissal.
- Religious School staff will be trained on how to properly wear and dispose of personal protective equipment, including masks, face shields, gloves, and gowns.
- It is understandable that students may be afraid of face masks at first. To support our students' emotional health and comfort, we will provide parents ideas to help masks seem less scary to their children³, such as:
 - Putting a face mask on the student's favorite stuffed animal;
 - Showing picture of other children wearing face masks;
 - Drawing a face mask on the child's favorite book character.

HEALTHY HAND HYGIENE

1. Staff will wash their hands or use an alcohol-based hand sanitizer (if a sink is not readily available) at the following times:
 - Arrival;
 - Before and after using the bathroom;
 - After returning from outdoors;
 - After handling garbage;
 - After any contact with any bodily fluids (from themselves or a student)
2. Students will wash their hands or use an alcohol-based hand sanitizer⁴ (if a sink is not available) at the following times:
 - Immediately upon arriving at school;
 - Before and after eating or handling food;
 - Before and after using the bathroom;
 - After coming in contact with bodily fluids;
 - After returning from outdoors.

³ This **resource** from the American Academy of Pediatrics' website [HealthyChildren.org](https://www.healthychildren.org) has great ideas.

⁴ Hand sanitizer may not be used on infants and toddlers.

GENERAL HYGIENE PRACTICES

As a Religious School, we will implement and educate our students about good hygiene practices that they should use in school and at home.

- Staff will teach and regularly reinforce practices for properly covering coughs and sneezes.
- Posters will be displayed throughout the building to help teach and remind students how to properly cover coughs and sneezes.
- Staff should wash any body part touched by a student's bodily fluids.

EDUCATIONAL SPACES

CLASSROOMS, AUDITORIUMS, SANCTUARY, AND CHAPEL

- Designated spaces throughout the building will be used as classroom spaces to limit exposure between classroom groupings and to provide physical distancing of six feet. Each classroom space will have access to a separate set of bathrooms. Classroom spaces may include the following areas:
 - **Classrooms, auditoriums, the sanctuary, hallways, and the Chapel**
- Physical materials in the classroom will either be separated or cleaned to the greatest extent possible throughout the day.
 - The Religious School will provide separate learning materials (e.g., textbooks, paper, pencil, crayons, markers, scissors, glue sticks) for each student.
 - Each student's learning materials will be kept in the classroom in separate bins or bags labeled with each student's name. Students will not share learning materials.
 - Teachers will regularly use disinfectant wipes to wipe down commonly touched surfaces throughout the day, including door handles, railings, light switches, tabletops, and chairs.
- Activities that historically have taken place in large group gatherings (e.g., school-wide Assembly) when possible, will be held within classrooms for the 2020-2021 school year.

FOOD

- Students will not be permitted to bring their own snack to eat in the classroom before class.

- Any projects involving food will involve individually wrapped or separated ingredients.

ILLNESS⁵

ILLNESS/STAY HOME POLICY⁶

- The Religious School will communicate with parents/caregivers about the importance of students staying home when they are sick. Parents/caregivers may not send a student to school medicated to mask or reduce a fever.
- The Religious School will communicate with staff about the importance of them staying home when they are sick. Staff are strongly encouraged to stay in touch with Religious School Director to communicate if/when they begin to feel sick or exhibit symptoms of fever, cough, and/or shortness of breath.
- For students who have underlying health conditions, staff will speak with their parents about concerns or challenges that the student may experience upon returning to Religious School.
 - For student with asthma, we will ensure that there is an asthma action plan in place and that relevant staff are trained in this action plan.
- Any student who has displayed symptoms of COVID-19 (e.g., fever of 100.4°F [38.0°C] or higher, cough, shortness of breath, or diarrhea) must meet the following criteria before returning to Religious School:
 - A negative COVID-19 test; **OR**
 - A signed doctor's note indicating that the student is cleared to return to school; **OR**
 - Wait until 10 days have passed since the onset of symptoms, with no fever or other symptoms for the last 72 hours.
- Any staff member who has displayed symptoms of COVID-19 (e.g., fever of 100.4°F [38.0°C] or higher, cough, shortness of breath) must meet the following criteria before returning to school:
 - A negative COVID-19 test; **OR**
 - A signed doctor's note indicating that the staff member is cleared to return to work; **OR**
 - Wait until 10 days have passed since the onset of symptoms, with no fever or other symptoms for the last 72 hours.
- If any staff member or member of the staff member's household has traveled outside the country, on a cruise ship, or to one of the states identified by the Pennsylvania Department of Health as having high numbers of COVID-19, the staff member will not be permitted to enter the School until 14 days have passed from the day that the staff member or member of their household returned home.
- Any student or staff member who is diagnosed with COVID-19 must tell the Religious School Director. The

⁵ These practices are derived from the CDC's recommendations, as set forth in "[When You Can Be Around Others After You Had or Likely Had COVID-19](#)," last updated May 24, 2020.

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Religious School Director will maintain confidentiality of the student or staff member.

- The Religious School will anonymously report the case to the Department of Human Services Certification Representative and to the Montgomery County Office of Public Health (610-278-5117).
 - The Religious School will anonymously report the case to the students and staff in the classroom of the affected student or staff member, as well as the students and staff in the classroom of a sibling of the affected student or staff member.
- If a member of the student's household(s) has a confirmed diagnosis of COVID-19, the student(s) will not be permitted to return to school until 14 days have passed since the household member's diagnosis.

STUDENT ILLNESS DURING THE SCHOOL DAY

- Any student who begins to exhibit symptoms of illness during the school day will be brought to an isolation space and the parent/caregiver will be called. The parent/caregiver should pick up the student as soon as possible.
- The isolation space will be an office or classroom space separated from the other students and staff in the building. A designated Isolation Space Staff Member will stay with the student in the isolation space.
 - The Isolation Space Staff Member will wear an N95 mask, a face shield, and gloves.
 - If there is more than one student in the isolation space, all students must wear a mask in the isolation space.
- Any siblings of the student who is exhibiting symptoms should also be isolated from their classrooms and should be picked up by the parent/caregiver.
- After the isolation space has been used for a student, the space will not be used again for up to 24 hours and will then be disinfected.
- The classroom of any student who becomes ill during the school day will be emptied, disinfected, and not used for at least 24 hours. The students and staff will be relocated to a different classroom in the building, remaining separated from the other classrooms.

STAFF ILLNESSES DURING THE SCHOOL DAY

- Any staff member who begins to exhibit symptoms during the school day will go home.
- In the event of staff absences, the Religious School will ensure that the appropriate number of staff will be available in each classroom, while maintaining isolation among the classrooms in the building.

CLEANING AND DISINFECTING PROCEDURES

CLASSROOMS, OUTDOOR SPACES, & OTHER FACILITY LOCATIONS

- Throughout the day, classroom staff will regularly use disinfectant wipes to wipe down commonly touched surfaces, including doorknobs, light switches, railings, tabletops, and chairs.
- At the end of each school day, cleaning staff will clean all classrooms, bathrooms, and common spaces using the following protocol:
 - Take out the trash
 - Vacuum carpets
 - Mop and disinfect floors
 - Clean and disinfect surfaces, including tables, chairs, counters, sinks, toilets, doorknobs, light switches, and railings
- Outdoor railings and door handles will be cleaned daily. Other outdoor playground spaces will be cleaned using disinfectant sprays.
- Cleaning staff will use an EPA-registered, fragrance-free disinfectant.⁷
- All cleaning products will be used in accordance with the product label for disinfecting surfaces.
- Cleaning staff will wear masks, gloves, and gowns when cleaning, and will thoroughly wash their hands after cleaning.

CLEANING THE ISOLATION SPACE OR CLASSROOM WITH A SUSPECTED COVID-19 CASE

- Cleaning staff will wear masks, gloves, and gowns and wait at least 3 hours before cleaning and disinfecting to allow any respiratory droplets to settle. After 3 hours have passed, our cleaning staff will open the windows to increase air circulation and clean and disinfect all areas used by the person who was sick.

⁷ See <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2-covid-19>.