



COMMON ROOM MONITOR RESPONSIBILITIES

Shift: 8:50 a.m. – 12:30 p.m.

Beginning of Shift

- Go to the library and put on the orange Keisho Center armband in order to be identified as “Common Room Monitor.”
- Weather permitting: Prop open doors to ensure ventilation.
- Take the first aid kit and sign in/sign out sheet from the library.
- Sit by the Common Room entrance, opening the door as needed.

During Shift

- Confirm that all those entering through the Common Room doors use a mask.
- Ask all students arriving after 9:15 to sign in on the sign-in sheet.
- Monitor the hot water and coffee and refill as needed.
- Wash mugs with soap and hot water in the kitchen as needed.
- Alert Sean or Yoko-san if you notice that a Keisho Center family has left their car in the driveway outside the Common Room. It is a fire lane and they may be ticketed or towed.

During Snack Time

- Assist Teachers and TAs as needed.
- Help monitor the students and remind them to keep their masks on unless actively eating or drinking.

Between Each Class’s Snack Time

- Use wipes to clean tables.
- Sweep the floor as needed.

Early Dismissal

- Students 12 or older may sign themselves out if their parents are waiting.
- When parents come to pick up their child early, please inform them how to reach their child’s classroom or escort them to the third floor.
- Parents may go to the third floor to pick up their child from the classroom.
- Remind parent/student to sign out.

Guests

- Greet any Keisho Center guests. Ask them to wait in the Common Room.
- Notify the Keisho Center staff or Core Group member responsible for the visit that their guest(s) have arrived in the Common Room.



Washington Japanese Heritage Center (Keisho Center)

ワシントン日本語継承センター

keisho.org / facebook.com/keishocenter / info@keisho.org

P.O. Box 142

Cabin John, MD 20818

Non-Keisho Center Folks

- Norwood School often has several non-Keisho Center programs on Saturday mornings. Greet any non-Keisho Center people and try to direct them to their destination.
- If you cannot help them, ask them to wait in the Common Room and notify Sean or Yoko-san.
- If no one is available to help, direct them either to the security guard at the rear gym entrance or to sections of the Norwood building for information.
- People not associated with Keisho Center or not employed by the Norwood School may not stay in the Common Room for long periods of time. They are allowed to pass through on their way to another part of the building (e.g. gym).
- Norwood employees are supposed to wear Norwood ID badges. Norwood students are only allowed in when accompanied by or meeting a teacher.

At 12:30

- Help clean up the coffee and tea cart. Wash and dry coffee mugs, coffee pot, and coffee pot. After drying, place them in their proper place on the coffee cart.
- Help clean up any signs or other materials. Place them in the library.
- If someone has forgotten something, put it in the lost and found (gray basket).
- If needed: wipe down inside tables.

STUDENT HEALTH EMERGENCIES OR MINOR INJURIES

If a student or other person has a health emergency, call 911 and request an ambulance. If administering first aid, direct someone else to call 911 and have them confirm that the call was completed. Do not assume that someone else has called 911 unless you observe them do it or they tell you they have made the call. When in doubt, err on the side of safety and call 911.

Ensure that the General Manager, other Keisho Center staff member, or a Core Group member is aware of the health emergency.

If a student or other person has a minor injury that requires a band-aid or ice pack, administer first aid using supplies from one of the first aid kit located either in the Library Room or with the Hall Monitor on the 3rd floor.

Record all minor injuries on the First Aid Log located inside the first aid kit.



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