



# INCARNATE WORD ACADEMY

*A Catholic College Preparatory for Young Women, Est. in 1873*

## **2020 - 2021 ACADEMIC SCHOOL YEAR**

July 27, 2020

**IWA is committed to providing a safe environment as students return to the campus for the 2020 - 2021 academic year in the face of the COVID-19 pandemic. The following modified protocols will be implemented when in-person, on campus learning begins in order to provide safety for our students, faculty, and staff.**

### **Opening of School**

- August 17, 2020 - Remote Learning
- September 21, 2020 - Hybrid On Campus Learning scheduled to start

### **ARRIVAL/DEPARTURE**

Drop off time will begin at 6:30 a.m. at the Jackson Street entrance. Upon arrival, all students will have their temperature taken before entering the building. Students with temperatures less than 100.0 degrees will be allowed on campus.

School will be dismissed on Monday, Tuesday, Thursday and Friday at 3:30 p.m. Standard afterschool policy remains in effect for those students scheduled to be on campus. When exiting the school building, students may only use the doors facing Jackson Street.

## **CLASSROOMS**

Students will be divided into two groups, allowing half of the student body to be on campus at a time; Group A will be physically on campus on Monday and Thursday, and Group B will be on campus Tuesday and Friday. Desks in the classrooms will be placed six feet apart to maintain recommended social distancing guidelines. Desks will be disinfected at the start and at the end of each class. Hand sanitizer stations will be set up in each classroom.

## **LUNCH**

IWA continues to contract with **Simply Fresh Catering**, which will supply boxed lunches for students who wish to purchase lunch at school. Menus will be posted monthly on our website. All lunches must be preordered. Payment procedures remain the same. New students will receive this information about setting up a Simply Fresh account during orientation.

In order to maintain optimal health and safety conditions during the lunch periods, we will make use of additional space in the school to allow for social distancing.

Rigorous cleaning and sanitizing will take place in the lunchroom and other eating areas after each lunch period. All lunchroom workers and monitors will wear face coverings. In addition, if serving food, workers will also wear gloves. The service area in the lunchroom will be outfitted with a safety shield and floor stickers will indicate the safe distances students should observe while in the lunch line.

## **HALLWAY/STAIRWELL TRAFFIC PATTERNS**

In order to ensure adequate physical distancing, hallways and staircases will have specific directional traffic patterns when passing between classes. Signage will be in place in the hallways to indicate counterclockwise traffic patterns. Staircases will be one way up or down and clearly indicated as such. It is expected students maintain six feet of social distancing while travelling between classes either in the hallways and/or in the stairwells. Additional time will be allocated between classes to allow for safe movement from class to class.

## **USE OF ELEVATOR**

Student use of the elevators is prohibited unless special arrangements have been made. Only two people at a time will be allowed to ride an elevator, which is properly marked for social distancing.

## **LOCKERS**

Lockers will be assigned to freshman only, and spaced adequately apart to maintain social distancing. All other students will be expected to carry their backpacks during the four-block period day while on campus.

## **VISITORS**

Individuals will be permitted to enter campus on a limited basis as approved by administration.

At this time, spectators will not be allowed on campus for athletic events or performances.

## **WATER FOUNTAINS**

Touch-free water dispensers on campus will be open. Girls will be required to bring refillable water bottles. Bottles of water will also be available in the vending machine. Vending machine buttons will be disinfected throughout the day.

## **COVID-19 CASE PROTOCOLS**

Student, parents, faculty, and staff must notify the school via email at [C-19Compliance@incarnateword.org](mailto:C-19Compliance@incarnateword.org) if any of the following situations occur during the school year:

- A student, a family member or a person with whom the student has come in close contact has a **lab-confirmed diagnosis** of COVID-19
- A student has symptoms consistent with a **presumptive positive** case of COVID-19;

### **Lab-Confirmed Diagnosis**

Any faculty, staff, student, or campus visitor who is lab-confirmed to have COVID-19 must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine if the below conditions for campus re-entry have been met:

1. At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)
  - AND
2. The individual has improvement in symptoms
  - AND
3. At least 10 days have passed since symptoms first appeared

The COVID Compliance Coordinator will perform contact tracing to the extent possible following a lab-confirmed case on campus.

### **Presumptive Positive**

If a student exhibits COVID-19 symptoms, they will be presumed positive. Parents will be contacted to arrange for immediate dismissal from school. Parents must arrange for their students to be tested for COVID-19 or arrange a consultation with a medical professional within a 24-hour period. The student may not return to school until cleared by a medical professional or until receiving a negative COVID-19 result. Test results may be forwarded to [C-19compliance@incarnateword.org](mailto:C-19compliance@incarnateword.org) prior to the student returning to campus or students may bring results upon their return to school.

In the case of a positive or presumptive positive COVID-19 case among a household member of one of our students, the following conditions must be met before returning to campus\*:

- At least 72 hours have passed since recovery (resolution of fever without the use of fever-reducing medications)
  - AND
- The individual has improvement in symptoms
  - AND
- At least 10 days have passed since symptoms first appeared
- If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at

least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

\* These guidelines apply to faculty and staff as well.

### **Close Contact**

Anyone who has had close contact with someone who is lab-confirmed to have COVID-19 should follow the Presumed Positive expectations.

A close contact situation is defined as:

- Being directly exposed to infectious secretions from an individual who is lab-confirmed with COVID-19 (e.g., being coughed on while not wearing a mask or face shield); or;
- Being within 6 feet of an individual who is lab-confirmed with COVID-19 for a cumulative duration of 15 minutes, while not wearing a mask or face shield

In the case of asymptomatic individuals who are lab-confirmed with COVID-19, they are presumed infectious at least two days prior to the confirming lab test.

### **Notification of COVID-19 Cases**

Consistent with school notification requirements for other communicable diseases, IWA will notify all faculty, staff, and parents via email if a lab-confirmed COVID-19 case is identified among anyone on campus. Additionally, IWA must notify the Houston Health Department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA). HIPPA prevents us from revealing the identity of any individual who is presumed positive.

### **HAND HYGIENE**

All students, faculty, and staff are to wash their hands or use hand sanitizer throughout the day. Signage regarding hand hygiene protocols will be posted throughout the campus. Additionally, hand sanitizer stations will be in all classrooms and common areas such as the lunchroom, auditorium, gym, weight room, collaboration areas, labs, etc.

Students, faculty, and staff are to cover coughs and sneezes with a tissue or with their elbow.

## **CLINIC/ISOLATION AREA**

The clinic will continue to serve students with routine needs without risking exposure. A separate isolation area will serve students who exhibit symptoms of the virus. Isolated students will be dismissed directly from this area.

## **MASKS**

Masks are required for everyone on campus. It is the responsibility of each student, faculty and staff member to supply their own mask. Masks will not be required while eating/drinking or for individuals working alone in offices or empty spaces unless another person enters the area. Masks should be a solid color, a print fabric or purchased through the Spirit Shop. Verbiage or additional logos are not allowed with the exception of Incarnate Word Academy verbiage and logos. Administration will have the final say on the application of these guidelines.

In addition, face shields will be distributed to all faculty and staff, and may be worn in addition to a mask but not instead of a mask. Students may also bring and wear a face shield in addition to their mask but not instead of a mask. Students may also bring and wear gloves, should they choose. This protocol will be fluid depending on the local public health circumstances.

## **PHYSICAL DISTANCING**

Physical distancing between each person should be maintained when and if feasible on campus. Signage, rearrangement of furniture, and ongoing reminders will assist the students, faculty and staff, with adhering to this expectation.

Desks in classrooms will be set up with the six-foot social distancing guidelines in mind. Adequate tables and chairs will be set up in the lunchroom and auditorium during lunches for students, faculty and staff, to maintain social distancing. Floor stickers will serve as markers and reminders to maintain social distancing. Signage in hallways and on stairwells will indicate directional flow to maintain physical distancing.

## **SANITIZING AND CLEANING OF FACILITIES**

## **Classrooms and Community Spaces**

The cleaning staff will frequently clean and sanitize heavy traffic areas and surfaces throughout the school day with hospital-grade disinfectants. Teachers and students will be asked to disinfect the desks at the start and end of each class period. Classrooms will also be sanitized each night with hospital-grade disinfectants. Each week, all classrooms will be fogged with disinfectant for increased sanitization measures. Hand sanitizer stations will be available in all classrooms and offices, as well as in common and high traffic areas across campus.

If needed, IWA is prepared to accelerate cleaning practices and respond immediately to any illness on campus. The school has high-grade disinfectant and specialized fogging equipment to allow disinfectant into crevices, keyboards, and other hard-to-reach areas.

## **VENTILATION**

The HVAC system allows for outside air to be ventilated through the school consistently throughout the day. Our filters have been upgraded as recommended.

## **LIBRARY BOOKS/HEADPHONES**

Books returned to the libraries will be taken out of circulation for three days before returning to the stacks.

Students are encouraged to bring their own headphones. If students use school headphones, they will be responsible for disinfecting them before and after usage.

## **SYMPTOM SELF-SCREENING**

All faculty, staff, and students must self-screen for COVID-19 symptoms prior to coming onto campus each day. A parent/guardian will be responsible for screening their daughter(s) using observation and the following screening questions:

### **Screening Questions**

Has the individual recently begun experiencing any of the following in a way that is not normal for him or her:

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea

Any student, faculty, or staff who exhibits one or more COVID-19 like symptoms (as listed above) in a way that is not normal for them must stay at home and notify the COVID Compliance Coordinator via email at [C-19Compliance@incarnateword.org](mailto:C-19Compliance@incarnateword.org).

## **TEMPERATURE CHECKS**

Every person who enters the school building during school will have their temperature checked. All students who are dropped off will have their temperature read with a touchless thermometer before entering the building. Anyone who has a temperature of 100.0 degrees Fahrenheit or higher will be denied entry.

## **Celebration of the Eucharist**

An individual classification will be in attendance; others will participate remotely in the classroom or at home.

## **School Assemblies**

Students will only assemble as a group when social distancing guidelines can be maintained.

## **Choir**

More details to come.

## **Band**



See St. Thomas High School guidelines for attendance information/safety protocol.  
<https://www.sths.org/campus-life/return-to-campus-2020/>

## **Extracurricular activities/Clubs**

Extracurricular activities will be phased in when safe and social distancing guidelines can be maintained.

## **Athletics**

At this time, TAPPS schools have delayed all competition until September 8 at the earliest. Pre-season for cross country and volleyball will be forthcoming.

## **Dance Ensemble**

More details to come.

## **Remote Learning Guidelines**

More details to come.

## **Hybrid Learning Guidelines**

More details to come.