



SMART. SAFE. TOGETHER.

**2020-2021 SECOND SEMESTER OPERATIONS**

Updated November 4, 2020

**HIGH ANDERS**  
**FOR HOPE**

**LAKE HIGHLAND  
PREPARATORY SCHOOL**

Even as we prepare our learning plan and school for the Spring semester (starting January 05, 2021), we are witnessing a surge in Orange County COVID-19 cases. With that reality in mind, coupled with widespread “COVID-fatigue” and no definite end of the pandemic in sight, we continue to recognize the paramount importance of both institutional and personal health and safety precautions to minimize the threat of this virus to our school.

While our health record has not been perfect, we are energized by and thankful for the success we’ve experienced in maintaining the health and safety of all Highlanders on our campus since the start of school. Many local and peer schools have shut their doors, some within days of opening earlier in the fall; however, Lake Highland Preparatory School has remained open and operational for your children to learn and grow since the start of school on August 13, 2020. However, too many children continue to arrive at school with known symptoms, thereby unnecessarily endangering themselves or risking infection of others.

The positive cases that have arisen during the first semester have been treated with urgency, compassion, and thorough contact tracing to identify who may have been exposed to the virus. We have been able to exercise our COVID procedures in every division with extensive contact tracing, precisely targeted quarantine measures, enhanced cleaning protocols, and immediate shifts to distance learning when necessary. Regrettably, the vast majority of confirmed positive cases have been the result of inattention to basic safety protocols while engaged in highly social activities off campus (parties, community sports, etc.).

Daily Health Screenings and temperature checks will remain a requirement throughout the second semester, with the most important precautionary measure being to stay at home if not feeling well or experiencing any of the symptoms outlined in the Daily Health Screening app. Additionally, we are fully committed to diligently continuing age-appropriate mask-wearing requirements, schoolwide physical distancing, conscientious personal hygiene (hand-washing/sanitation), and ongoing enhanced cleaning efforts.

In short, most of the policies that we created and upheld for the first semester of this school year will be in effect for the second semester. Division-specific details are included in the following pages, along with reminders of many of our previously published COVID-19 policies.

As we embark on the holidays, please remember that your personal precautions not only help to ensure your safety and well-being, they most assuredly help keep our entire school community safe and our campuses open. Please continue to “proceed with caution” as you consider how, where, and with whom you will spend the holidays. While we wish things could be “back to normal,” they simply are not. We are all re-imagining the way we do things to create the safest environments possible for our loved ones and our school community. We remain grateful for your family’s support and commitment to following CDC guidelines and other necessary precautions to minimize the risk of COVID-19 transmission at Lake Highland.

Thank you, have a wonderful, safe, and healthy remainder of this semester and holiday season, and know how much we are looking forward to the Spring semester.

# LOWER SCHOOL

## DIGITAL CAMPUS

Lower School will continue to offer Digital Campus for a limited number of students during the second semester, which begins January 5. Currently enrolled Digital Campus students will be offered the opportunity to re-enroll first. If your family is interested in moving from on-campus learning to Digital Campus, you will also have the opportunity to register your interest. All Lower School families will receive a survey link via upcoming Director's Notes (or "Friday emails") to gauge your interest in second semester Digital Campus learning.

Because the format and staffing of Lower School's Digital Campus are different than Middle and Upper School, families must continue to enroll for the entire semester of virtual learning.

Lower School students can switch from on-campus learning to the Digital Campus option for these COVID-related concerns:

1. The student contracts COVID-19.
2. A family member who resides in the same household contracts COVID-19.
3. A person who resides in the home is considered "high risk."
4. Other individual COVID-related concerns on a case-by-case basis (based on class and section availability).

The deadline to register interest for enrolling in Digital Campus for all Lower School students is Monday, November 16. This is a hard deadline, so do not be late if interested in this option.



**If you are interested in learning more about LHP's Lower School Digital Campus, please contact our Distance Learning Coordinator, Brandi Goodman, at [bgoodman@lhps.org](mailto:bgoodman@lhps.org) or 407-206-1900 ext. 3238.**

## PreK – 5TH GRADE

We do not plan to change the operations of our PreK through 5th-grade classrooms for the second semester, which begins January 5.

PreK through 5th grade will continue to report to their homeroom teacher and spend the day in a Highlander Homeroom Community, an individual classroom with a fixed group of students. Enrichment teachers will continue to deliver specialized content within each Homeroom Community classroom. Carefully controlled Highlander Homeroom Communities help limit exposure and the spread of illness while maintaining the social and emotional well-being of every child within our care.

## 6TH GRADE

In January, 6th-grade students will rotate within their "Highlander Hallway Community" in the Guernsey Building for their core classes (Math, English, Science, and Social Studies) each day. This movement will help prepare them for daily class changes in Middle School. Students will remain in Highlander Homeroom Communities for Reading, Enrichment, P.E., and lunch.

In addition, 6th graders must wear appropriate face masks throughout the entire school day beginning in January, aligning with the Middle and Upper School policies. Between class periods, faculty members will sanitize desks and chairs. Each student will sanitize their hands upon arrival to new classes and before exiting classrooms.

## **SIGNAGE AND MARKINGS**

Throughout the Bradshaw and Guernsey Buildings, signage is visible as a reminder to maintain proper physical distancing. The hallways are marked with directional foot-traffic decals to create safe traffic patterns and promote physical distancing while moving within the building.

## **FACE MASKS**

When students arrive on campus, they must wear a face mask until they enter their classroom and are behind their plexiglass divider. Students in PreK-5th grade may remove face masks after they are physically distanced inside their classrooms (which are cleaned and sanitized nightly). Students in 6th grade are required to wear face masks all day beginning January 5.

## **CLASSROOM ARRIVAL: TEMPERATURE CHECKS**

When students arrive in their classroom, their teacher greets them and takes their temperature with a forehead scan. If a child's scan records a fever of 100.0°F or higher, the student will go directly to our School Clinic for a second scan and parent notification.

## **CLASSROOM SET-UP**

Students are encouraged, but not required, to wear face masks while in learning spaces. Classrooms are set up to promote physical distancing. Class work stations are equipped with plexiglass dividers to assist in minimizing airborne transmission while students are not wearing face masks. Students in 6th grade are required to wear face masks all day beginning January 5.

## **TRAVELING WITH HOMEROOM COMMUNITIES**

When classes travel inside the building, students maintain physical distancing and wear face masks. Students in PreK through 5th grade move in single file lines within their Homeroom Communities while wearing face masks.

## **LUNCH**

Lunch schedules are designed with a strong focus on intentional seating spaced to maintain physical distancing. Plexiglass dividers separate students as they eat lunch. This year's lunch schedule includes days when classes eat in their classrooms, as well as outside and scheduled days to eat in the cafeteria with their Highlander Homeroom or Highlander Hallway Communities. We have partnered with Sodexo, our food services provider, to coordinate food pick-up procedures that promote physical distancing. Students wear face masks on their way to the cafeteria and until they are seated behind the cafeteria table's plexiglass area.

## **PHYSICAL EDUCATION**

P.E. classes, weather permitting, will be held predominantly outdoors in predetermined zones on campus that maintain the integrity of Highlander Homeroom and Highlander Hallway Communities.

## **PLAYGROUND**

Highlander Homeroom and Hallway Communities will have access to the playground or a designated play space each day. Playground equipment is sanitized throughout the day and in between every Highlander Homeroom or Hallway Community use.

## **DISMISSAL**

We will continue with our current afternoon dismissal procedures with students remaining in their classrooms until their ride arrives on campus. Once a student is notified that their ride has arrived, they will walk to the front or back of Lower School with a face mask on and physically distanced from other students until they enter their vehicle.

## **AFTERCARE AND ACADEMIES**

AfterCare is currently available. As we continue to assess our procedures and families' interest in after-school Academies, the health and safety of our students and employees remain our priority. When it is safe to proceed with in-person Academies, we will provide more details and options for your family to consider.

## **CLASSROOM SANITATION**

All classrooms are sanitized nightly. Teachers monitor entry into their classrooms during the day to minimize exposure to outside contaminants. Nighttime cleaning involves disinfecting surfaces by hand-wiping and the use of an electrostatic sprayer.



## **DIGITAL CAMPUS**

In the Middle and Upper Schools, students will continue to have the ability to switch modes of learning as needed due to COVID-related concerns in the second semester of the 2020-2021 school year. The independence, aptitude, and experience of the older students allow for more flexibility in how educational content is delivered.

Students in Middle and Upper Schools can switch from on-campus learning to the Digital Campus option at any time for these COVID-related concerns:

1. The student contracts COVID-19.
2. A family member who resides in the same household contracts COVID-19.
3. A person who resides in the home is considered "high risk."
4. Other individual COVID-related concerns on a case-by-case basis.

Middle and Upper School students who wish to transition to Digital Campus for any COVID-related concern, must remain enrolled in Digital Campus for at least two weeks.

Because Digital Campus students are permitted to participate in on-campus activities, students must complete the Daily Health Screening every day.

**For questions about Digital Campus, please contact LHP's Distance Learning Coordinator, Brandi Goodman, at [bgoodman@lhps.org](mailto:bgoodman@lhps.org) or 407-206-1900 ext. 3238**

## **ON-CAMPUS OPERATIONS**

The Middle and Upper Schools will continue the same policies and procedures as the first semester in the 2020-2021 school year.

## **TEMPERATURE CHECKS**

In addition to the at-home temperature check, students are required to have their temperatures checked once they arrive on campus. Students who arrive late have their temperatures checked while signing in at the attendance office. Students presenting with temperatures of 100°F and above will be sent to the nurse to be re-checked, and any student with a fever will be isolated and required to be picked up from school immediately.

## **CLASSROOMS & SUPPLIES**

Classrooms are arranged to have greater than normal distance between desks, and many spaces on campus have been repurposed to help achieve this goal. We also utilize larger spaces around campus to accommodate larger class sizes. Students keep personal supplies in a backpack that they carry with them throughout the day.

## **SHUTTLES BETWEEN CAMPUS**

The number of students allowed on campus shuttles remains limited to half capacity. The shuttle between the Charles Clayton Campus and the Bradshaw Campus only operates during the school day and after school for Athletics and Maya's Transportation. Students participating in after-school athletics are shuttled to either the LHAC or the Bradshaw Campus. LHP will continue the temporary suspension of all other shuttle operations before and after school. Parents must drop off and pick up on both campuses until further notice.

## **SIGNAGE AND PHYSICAL DISTANCING MARKINGS**

Signage is placed as a reminder to maintain appropriate physical distancing and practice proper hand-cleaning.

## **LUNCH**

At the Middle School, lunch schedules were created with great attention to intentional seating and physical distancing. Students are dismissed for lunch at staggered times and sanitize hands before and after lunch. The newly designed Clayton Café includes additional service lines and seating areas.

The new Upper School schedule, launched in August 2020, provides more time for students to eat lunch, minimizing large gatherings and long lines in the Tartan Café. Students now have 75 minutes to purchase and eat lunch, which also provides additional opportunities for studying, extra one-on-one help from faculty, and club meetings (that are physically distanced).

Sodexo, our food services provider, has worked diligently to provide hot bar options, as well as refrigerated Simply To-Go sandwiches and salads, and has added a separate line for Grill options (including hamburgers, chicken tenders, fries, etc.). These additional lines have increased efficiencies and provided a variety to students, even though we've intentionally reduced the overall menu this year to keep the traffic moving quickly through the cafés.

Plexiglass dividers will remain in the cafés throughout the school year, along with expanded indoor and outdoor seating options for students.

## **RESTROOMS & WATER FOUNTAINS**

Restroom signage highlights hand-washing protocols. The Facilities Team cleans restrooms, including door handles, throughout the day. Students are encouraged to bring water bottles from home and use contactless water refill stations.

## **PHYSICAL EDUCATION**

Weather permitting, P.E. classes will take place outdoors or in the gym if physical distancing can take place. All P.E. equipment is sanitized between each class period.

## **FIELD TRIPS**

We will continue to assess field trips on a case-by-case basis for the second semester. More details will be shared closer to the scheduled trip date.

## **CLASSROOM SANITATION**

All classrooms are sanitized nightly. Teachers wipe surfaces between class periods and monitor entry into their classrooms during the day to minimize exposure to outside contaminants. Nighttime cleaning involves disinfecting surfaces by hand-wiping and the use of an electrostatic sprayer.

# HEALTH PROTOCOLS FOR STUDENTS

This diagram explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the Florida Department of Health to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

**Please remember, the primary line of defense in limiting exposure to COVID-19 is the daily at-home health screening and temperature check.** Do not bring your child to campus if they have a temperature of 100°F or higher, are medicated to reduce a fever, or exhibit any of the following symptoms: fever, chills, headache, sore throat, nausea or vomiting, shortness of breath or difficulty breathing, cough, or loss of taste or smell.

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
<p>Student shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic</p>	<p>Student shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic</p>	<p>Student is presenting at least one of the following COVID-19 symptoms: fever, chills, shortness of breath or difficulty breathing, cough, or loss of taste or smell</p>
<ul style="list-style-type: none"> <li>• Separate student with a supervised adult wearing a face mask and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Return to school after 14 days since last close contact and if symptoms do not develop</li> <li>• If symptoms develop, follow guidelines under "Symptoms" section</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate student with a supervised adult wearing a face mask and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Clean and disinfect the exposed areas</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate student with a supervised adult wearing face mask and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Clean and disinfect the exposed areas</li> <li>• Provide supportive medical care if needed</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• If student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:               <ol style="list-style-type: none"> <li>1. At least 10 days have passed since first symptoms appeared AND</li> <li>2. At least 24 hours have passed since recovery as defined by the resolution of fever without fever-reducing medication AND</li> <li>3. Symptoms have improved</li> </ol> </li> <li>• If student has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication, and they have felt well for 24 hours</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>

If you have any questions about this health protocol, please contact the school's Health Services Coordinator, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234.

# HEALTH PROTOCOLS FOR EMPLOYEES

This diagram explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the Florida Department of Health to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
<p>Employee shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic</p>	<p>Employee shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic</p>	<p>Employee is presenting at least one of the following COVID-19 symptoms: fever, chills, headache, sore throat, nausea or vomiting, shortness of breath or difficulty breathing, cough, or loss of taste or smell</p>
<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHP nurse or a personal cloth face mask</li> <li>• Immediately go home</li> <li>• Return to school once it has been 14 days since the last close contact and you do not develop symptoms</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor, nurse, and HR of your condition and health department recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHP nurse or a personal cloth face mask</li> <li>• Immediately go home</li> <li>• Clean and disinfect the exposed areas</li> <li>• Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor, nurse, and HR of your condition and health department recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHP nurse or a personal cloth face mask</li> <li>• If well enough, immediately go home</li> <li>• Clean and disinfect the exposed areas</li> <li>• If not well enough, isolate employee in clinic and provide support to get employee home or medical care</li> <li>• If an employee is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:               <ol style="list-style-type: none"> <li>1. At least 10 days have passed since first symptoms appeared AND</li> <li>2. At least 24 hours have passed since recovery as defined by the resolution of fever without fever reducing medication AND</li> <li>3. Symptoms have improved</li> </ol> </li> <li>• If an employee has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication, and they have felt well for 24 hours</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor, nurse, and HR of your condition and health department recommendations</li> </ul>

If you have any questions about this health protocol, please contact the school's Health Services Coordinator, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234.



## FACE MASK PROTOCOLS

### LHP FACE MASK POLICY

Students are required to bring a face mask to school on a daily basis. Face masks must be school appropriate, not distracting to the learning environment, and contribute to the safety and well-being of the school community. Please note these specific guidelines regarding face masks:

- Face masks must be secured around the ears or head and capable of covering the nose and mouth.
- Face masks may be of any cloth fabric and must be solid color or pattern that is school appropriate and not distracting to the learning environment.
- Face masks may not feature or contain words or messages. The school reserves the right to have the final approval on what is deemed “school appropriate” with regard to all face masks. Students who do not bring a face mask to school or have one that is not considered to be school appropriate will be provided a disposable one to use for the remainder of that school day.

### LOWER SCHOOL

Students must wear face masks walking to and from classes, and when unable to physically distance by 6 feet.

PreK through 5th-grade students will not be required to wear face masks in classrooms when appropriate physical distancing is

possible. However, all students are welcome to wear face masks in the classroom if they so choose. Sixth-grade students must wear appropriate face masks throughout the entire school day beginning January 5, 2021, aligning with the Middle and Upper School policies.

Students must wear face masks outdoors unless physically distanced by 6 feet or involved in strenuous exercise activities.

Students may remove face masks while eating or drinking.

Employees are required to wear face masks unless alone in a private office or classroom. Face shields are not safe or effective alternatives for a mask and may only be used by employees in special, pre-approved learning activities.

### MIDDLE & UPPER SCHOOL

Students are required to wear face masks indoors, while walking to and from classes, and outdoors unless physically distanced by 6 feet or involved in strenuous exercise activities.

Students may remove face masks while eating or drinking.

Employees are required to wear face masks unless alone in a private office or classroom. Face shields are not safe or effective alternatives for a mask and may only be used by employees in special, pre-approved learning activities.



## REPORTING POSITIVE COVID-19 TESTS & EXPOSURES

### 1. Confirm positive test or exposure

- **Positive test:** If a student or a family member living in your household receives a positive test, continue to step #2.
- **Exposure:** The school follows the CDC's definition of exposure, which is being within 6 feet of someone who tested positive for COVID-19 for 15 or more cumulative minutes within 24 hours. If your child meets the CDC's exposure criteria, please follow the steps below.

### 2. Contact the School

- **During school hours**, please contact our Health Services Coordinator, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234, and your child's Division Director:
  - Lower School: Bill Fiordalis | [bfiordalis@lhps.org](mailto:bfiordalis@lhps.org) | 407-206-1900 ext. 1184
  - Middle School: Alison Murphy | [amurphy@lhps.org](mailto:amurphy@lhps.org) | 407-206-1900 ext. 2003
  - Upper School: Derek Daly | [ddaly@lhps.org](mailto:ddaly@lhps.org) | 407-206-1900 ext. 3274
- **After school hours**, please email the Health Services Coordinator and your child's Division Director for an immediate response. Calls to the school will be returned the following day.
- The Health Services Coordinator and your child's division administration will walk your family through the school's quarantine process and help your student switch to Distance Learning. They will also swiftly begin contact tracing for exposure, identifying and notifying all parents of students who meet the CDC's criteria for exposure. Those students and families will receive personal calls from a member of the administration or healthcare team, and they will be transferred to Distance Learning for the quarantine period.

### 3. Continue filling out the Daily Health Screening

- If students are quarantined for positive tests or exposure, we ask that you continue to complete the Daily Health Screening on their behalf. This gives us insight into how long symptoms are persisting and helps us track the health of our students in the short- and long-term.

### 4. Stay home, rest, and feel better

- Students should stay home and participate in Distance Learning for the entire quarantine period and until they are symptom-free.

## How will I know if my child needs to quarantine?

**Positive test:** If a Highlander (student or employee) receives a positive COVID-19 test, they will quarantine for a minimum of 10 days and may return to school after 10 days have passed AND they are fever-free and symptom-free for at least 24 hours.

**Exposure:** The school follows the CDC's definition of exposure, which includes being within 6 feet of an infected individual for 15 or more cumulative minutes within 24 hours. Immediately following the report of a positive COVID-19 test, our school's healthcare and administration teams begin contact tracing. Because of the myriad safety measures in place at LHP, including strict adherence to predetermined seating charts, we can quickly identify who was near a student or employee who tests positive. We also interview each person identified as "exposed" during our contact tracing to understand any variances that may have occurred. If a Highlander (student or employee) is considered exposed, they will quarantine for a minimum of 14 days. If you are not contacted by the school, your child was not identified as being exposed to anyone at LHP with the virus.

**Students, parents, and employees who are quarantining (for a positive test or exposure) are not allowed on campus or at school-sponsored activities or events.**

## What happens if someone living in the same household as a student tests positive?

If a family member living in the same household tests positive for COVID-19, all family members should quarantine and follow published health protocols for "exposure."

## If my child is in the same classroom as another student who has tested positive for COVID-19, are they required to quarantine?

Not necessarily. The CDC defines exposure as contact within 6 feet for 15 or more cumulative minutes within 24 hours with someone who has tested positive. If your child is considered exposed, you will receive a personal phone call from our Health team to advise next steps, followed by communications from school administration to seamlessly shift from on-campus to Distance Learning, if necessary.

## If my child is asked to move from on-campus learning to Distance Learning because of a school-initiated quarantine, does his/her sibling need to quarantine?

The CDC defines exposure as contact within 6 feet for 15 or more cumulative minutes within 24 hours with someone who has tested positive. Siblings of students who are quarantined are not considered exposed, per the DOH, because they have not been in direct contact with the person who tested positive.

## If my student is asked to move from on-campus learning to Distance Learning due to quarantine, how will academic instruction be continued?

**Lower School:** Students will continue with their established learning schedule with their classes' assigned teacher, while maintaining developmentally appropriate amounts of screen time. More information will be provided by school administration or their teacher, if quarantine is needed.

**Middle School:** Students will be provided a new Distance Learning schedule, which aligns with our Digital Campus. Students and teachers will interact through Zoom and will use Canvas as their learning management system to keep up with assignments and grades. More information will be provided by school administration and individual teachers if quarantine is needed.

**Upper School:** Students will follow their same schedule. Classes will be taught by the same instructors. Students and teachers will interact through Zoom and will use Canvas as their learning management system to keep up with assignments and grades. More information will be provided by school administration, school counselors, and teachers if quarantine is needed.

*Any positive COVID-19 test should be reported to our Health Services Coordinator, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234, who will work with positive and exposed students, families, and employees on a case-by-case basis.*



## POLICY FOR ON-CAMPUS GUESTS DURING COVID-19

During the global pandemic, Lake Highland continues to take proactive measures to secure its campuses and limit potential exposure to COVID-19. The following guidelines offer the minimum acceptable standards for actions and decisions concerning visitors to campus. All campus visitors and LHP administrators who consider requests to visit campus should use sound, careful judgment in making plans and decisions, maintaining the safety and security of our campus and all Highlanders as the top priority.

### **All visitors to campus must:**

- Upon arrival, complete a temperature check and health screening with campus security that permits entrance onto campus.
- Wear a mask at all times (unless eating).
- Comply with physical distancing protocols of at least 6 feet between individuals.

### **Hosts of visitors on campus and parent volunteers must:**

- Schedule visitors to arrive before or after the school day – before 7:30 a.m. or after 3:30 p.m.
- Conduct visits that do not interfere with or impede regularly scheduled or enhanced facility cleaning protocols.
- Contact JR Armstrong ([jarmstrong@lhps.org](mailto:jarmstrong@lhps.org)) to ensure thorough cleaning of the area where guests were gathered.

### **Highlander parents may:**

- Drop off items at their child's Division Office.
- Visit the LHP Business Office with an appointment.
- Visit The Source (the school's store) while always complying with max occupancy limits of 8 people at one time in the store.

### **Highlander parents may not:**

- Stay on campus for extended periods or visit any classroom without prior approval through the Division Office.
- Violate any of LHP's published safety protocols.



# POLICY FOR ON-CAMPUS GUESTS DURING COVID-19 (CONTINUED)

**Highlander parent volunteers may:**

- Check-in through their child’s Division Office to help set up for authorized/scheduled events.
- Set-up times should be before or after the school day (before 7:30 a.m. or after 3:30 p.m.).
- Volunteers should limit visits to only essential personnel needed to accomplish the goal. Generally, the entire committee/team will not be needed.
- Volunteers must be pre-approved by the Division Director to be on campus.

**Highlander parent volunteers may not:**

- Ask Sodexo to cater events (until further notice.)

**Catered Food Service:**

- All school-provided, on-campus catered food must be through a Sodexo-approved franchise food provider (until further notice).
- List of Sodexo-approved franchise food providers:\*

Starbucks	Jamba Juice	McDonald’s
Dunkin’ Donuts	Papa John’s	Power House Cafe
Einstein Bros. Bagels	Pizza Hut	Jersey Mike’s
Chick-Fil-A	Blaze Pizza	Firehouse Subs
Steak ‘n’ Shake	Freshii	Jimmy John’s
Moe’s Southwest Grill	McAlister’s Deli	Tropical Smoothie
Qdoba	Sandella’s	Emmabean
Taco Bell	Wolfgang Puck	
Freshens	AFC Sushi	

\* List subject to change.

**Alumni and Community Partners**

Unfortunately, our campuses are temporarily closed to alumni and other community partners out of an abundance of caution to prevent the spread of COVID-19.