



**CHARTER SCHOOL  
ASSOCIATES**



# RISE 2020-21

Restarting *through* Innovative  
Sustainable Education

A grayscale background image of a person jumping joyfully in a hallway. The person is in the center, with arms and legs spread wide, reaching towards the ceiling. The hallway has lockers on the right and a wall with a door on the left. The lighting is bright, coming from windows at the end of the hallway.

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# INTRODUCTION

School principals and their administrative teams across the CSA network are working steadfastly to prepare for a safe and healthy school opening at whatever point it is deemed appropriate to do so. It is important to note that the environment in which we are attempting to open is changing at a rapid rate. There are admittedly things we simply do not know, things that we will know soon and things that are likely to change. However, what will not change is our commitment to place the safety of our students and faculty/staff first. We know that there is much anxiety and fear around the unpredictable nature of this virus. We share your concern. This past Spring, we began work on the CSA RISE Plan: Reopening through Innovative Sustainable Education. The plan, which we are releasing today, involved a thorough review of expert guidance, administrative directives, and best practices in preparing for schooling in the era of COVID-19.

While our Spring rollout of online learning received overwhelmingly positive reviews, we recognized more was needed to face the possibility of a return to online learning for the start of the 2020-2021 school year. Therefore, based on feedback and lessons learned we have completely overhauled our program. The new Innovative Learning Plan is a more robust and interactive learning experience for students, designed to fully reflect an in-person experience as much as possible. We want to make sure that whether students are learning online or at the school building, learning meets our expectation, and yours, in both quality and experience.

CSA is built on the principle of choice. There is no more important choice than that of a safe, nurturing and quality school for your child. Today, it is unclear if schools will be able to open fully on the scheduled start date. Therefore, please know that all schools in the CSA network will open their facilities on the same schedule as district schools in each location.

The CSA RISE Plan and CHOICE Innovative Learning Plan describe the steps taken for a physical reopening as well as the available instructional delivery models for the first semester of the 2020-2021 school year. Should school not reopen physically, all students will begin learning through our Innovative Learning Platform online. Once our buildings are cleared to reopen, we will offer in-person learning 5 days a week, and an Innovative Learning option for students who need to continue to learn from home.

Please take a moment to read through our plan and know that we are continuing to update and adjust as the circumstances dictate. More information, including a FAQ or Frequently Asked Question document, is certainly to come. For now, please keep your entire family healthy and safe.

Sincerely,

Michael G. Strader, President  
Charter Schools Associates, Inc.



# Returning to School: At- a Glance

Students and staff will return to campus with increased health and safety measures in place. This reopening document is designed to provide guidelines and recommendation to administrators and inform parents and guardians regarding health and safety measures. The plan is organized as if a student or staff member were moving through a typical school day:

1. Campus Access: Arriving at School
2. On Campus: Moving through the School Building and Learning in the Classroom
3. Food Service: Student Lunches
4. Leaving Campus: Dismissal and Aftercare

## Student Participation

**Schools are places where students and staff are meant to interact and we want these interactions to occur in the safest manner possible.**

**As per CDC guidelines, masks are to be worn during the school day when social distancing cannot be achieved and as directed by school personnel. Masks are optional in settings where social distancing is practiced. Thus, students will not have to wear a mask all day unless that is preferred by the individual. Schools will follow State and local requirements.**

## Social Distancing

Students and staff will be asked to practice social distancing while on campus. Modifications to travel patterns within the building, classroom setups and lunch seating will be made to accommodate social distancing. Students will move in cohorts where possible and common areas will be modified or reduced. Classroom setup will maximize the distance between student desks and teacher desks. Cafeteria seating will be staggered and social distancing cues will be used in cafeteria lines and the front office.

## Limited Access for Visitors and Volunteers:

Parents play an integral role in the education of students and volunteers provide a valuable service to every school. However, to maintain the health, safety and welfare of students and staff, visitor and volunteer visits will be limited to appointment only. Volunteer opportunities will be postponed for the first semester. WE love our parents and volunteers but we must take all measures necessary to promote the well-being of our staff and students.

# Survey Results

How parents feel about reopening in Fall 20/21

## 72%

of parents surveyed want to either return to school fully (37%), following CDC guidelines or return to a combination of in-school and virtual learning (35%).



## 60%

of parents surveyed expect students (58%) and teachers (63%) to wear masks during the school day.



## 88%

of parents surveyed said their child had access to a personal computer or mobile device.



## 78%

of families surveyed were very satisfied (41%) or somewhat satisfied (37%) with the Virtual Learning experience that launched in March 2020

# Physical Reopening

*“Throughout this, two constants remain:  
keeping our education community safe and ensuring our  
students receive a first class education in Florida. And our default is to always  
show compassion and grace.”*

*Commissioner Richard Corcoran*



# Campus Access

## Getting to School

Arrival and dismissal procedures will be developed for each individual school that promote social distancing and reduce crowding. The recommendations below are general guidelines and will be considered in developing a plan of access for each school site. Campus access plans are highly dependent on current, local guidance and directives from health officials. Due consideration will be given to the limitations of scheduling and facility design when formulating a specific plan.

## General

- The school will prohibit students, parents, caregivers, visitors, or staff from entering the school facility if showing symptoms of COVID-19 (reference CDC and FDOH guidelines for COVID-19 symptoms).
- The school will monitor staff and students throughout the day for signs of illness, and determine any special or unique needs for students with disabilities related to school procedures.
- Parents will be instructed to screen students before leaving for school (check temperature to ensure temperature is below 100.4 degrees Fahrenheit and observe for symptoms outlined by public health officials). Parents are requested to keep students at home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19. Parents shall inform the school if keeping a child home for exposure to COVID-19 or with symptoms.
- All students must wash or sanitize hands as they enter the campus or school buses. Hand sanitizer stations will be provided at main entry points and bus entry doors.
- The school will establish sufficient points of access to avoid large gatherings.
- Arrival procedures will include transition directives and pathways to limit the interaction of separate cohorts.

## Staff

- Employees are required to conduct a self-screen before leaving for work (check temperature to ensure temperatures is below 100.4 degrees Fahrenheit and check for symptoms outlined by public health officials). Employees are required to stay home if they have symptoms consistent with COVID-19 or if they have had close contact with a person diagnosed with COVID-19.
- All staff must wash or sanitize hands as they enter school facilities.
- Employees who are exhibiting symptoms will be sent home.
- Staff members who develop symptoms of illness will be directed to seek medical care.
- Emergency substitute teacher plans will be in place.
- Front office staff will be provided with clear, stationary dividers to limit exposure to others when social distancing is not possible.

## Outside Visitors and Groups

- Access to campus will be substantially limited for parents and other visitors.
- Visits will be made by appointment only. Administrators will establish procedures for greeting visitors and conducting symptom screenings prior to scheduled visits.
- External community organizations using school facilities will submit plans demonstrating cleaning and disinfecting procedures comparable to the school and implementation of those plans will be monitored.

## Student Drop off and Pick- Up

- According to the Florida Department of Education, student drop off and pick up times are two of the most vulnerable times due to the large number of people on campus at once. **Parents picking up students are required to wear a facial covering while on campus.**
- People who may have an increased vulnerability to the symptoms or effects of COVID-19 are asked to refrain from dropping off or picking up students from school.
- To the extent possible, families should designate the same person responsible for dropping off and picking up students each day.
- Additional staggering of arrival and dismissal times may be implemented to achieve social distancing.

# Campus Access

## Carline

- School Administrators will provide guidelines promoting social distancing and maintaining group cohorts during staging of students for dismissal. Parents are asked to remain in vehicles while waiting to pick up students.
- Faculty and staff assisting carline dismissal will be provided appropriate PPE.
- Parents or guardians who pickup students via carline are asked to wear a mask or face covering when dropping off/picking up their student from school.

## Buses

- Students will sanitize hands upon boarding school buses.
- Buses will load/seat starting in the back and fill seats back to front to avoid students having to pass one another.
- Students will board and sit from the back of the bus to the front in reverse order of their stops (i.e. last to leave, first to board) when leaving from school.
- School bus seating areas will be wiped down with disinfectant between routes.
- When weather allows, windows will be opened slightly to permit fresh air circulation.
- The limited availability of buses and time requirements for students to start the school day will impose strict limitations on the school's ability to exercise physical distancing for bus riders.
- To mitigate the inability to physically distance on buses, students and staff must wear facial coverings at all times while on a bus.
- Students must be pre-screened for symptoms at home prior to entering a school bus.
- To the greatest extent possible, bus routes and class schedules will be developed to maintain cohorts throughout the day.
- Sanitation and disinfecting schedules for buses will be developed in consultation with transportation service providers according to CDC guidelines.





## **Movement within Buildings**

Although schools by their nature are high contact areas, designed to bring people together, we will implement new and comprehensive cleaning and disinfecting routines to reduce the potential for the spread of virus. Schools will introduce new patterns for student movement within the building to maximize space between students and to provide clearly marked paths for student travel. Our goal is to optimize learning and productive interactions while reducing the risk of potential viral spread. This requires that we utilize space, distance, and time in smart ways. The steps that follow will guide administrators in developing safe movement of students and staff within buildings.

- Emergency drill procedures (fire drill, active assailant, etc.) will be modified to reinforce tenets of physical distancing, reducing student congestion, and avoiding congregations in large groups. The school will follow the requirements of the Florida Department of Education and the local school district if some drills are consolidated or limited.
- The school will establish capacity limits for enclosed spaces where social distancing may not be achievable. Restrooms, elevators, offices, work-spaces and conference rooms will have capacity limits established to allow for social distancing. Face coverings are required when utilizing enclosed areas.
- Signage will be utilized to indicate one-way paths and to identify entry and exit doors for the lunchroom and other large spaces.
- Signage will be used to indicate student travel in areas where lines typically form.
- Administrators will increase hallway supervision.
- Bathroom procedures will be implemented for social distancing.
- Access to lockers may be restricted during the first semester to reduce congregation of students.
- Parents/guests may not move freely through the school building.

## **Inside Classrooms**

Classroom learning is designed to be an interactive and social experience. The best instructional practices include a blend of interactions from interpersonal to labs and the physical manipulation of objects. COVID-19 requires that we reexamine these practices through a new lens of safety to ensure that quality, in-person instruction can occur in the safest way possible. Examples of alternative classroom settings are arranging student desks and tables to face in a single direction; remove group seating options; and maximizing classroom space to ensure the greatest distance possible between student desks. The following is intended to provide Administrators with recommended options for classroom setup.

- Every classroom will be setup to maximize space and distance between students.
- Alternative spaces including the lunchroom may be used as classrooms to meet distancing requirements.
- Classroom activities will be developmentally appropriate for the distancing requirements.
- Classrooms will be cleaned and sanitized daily using CDC approved solutions with special attention given to high touch/high traffic areas.
- Nonessential furniture will be removed to maximize spacing of student desks.
- Students and staff will be provided hand sanitizing stations in each classroom and their use will be encouraged.
- Students and teachers will participate in ensuring workstations are cleaned periodically throughout the day using a mild multi-surface cleaning detergent. Students will wipe down their respective work area upon entering the classroom. Teachers or other individuals will apply a mild but effective cleaner and students will wipe down their individual space with provided paper towels (non-bleach cleaning products are approved for use by FDA).
- Administrators will schedule classes to encourage travel between classes by cohort to minimize congestion.

## **Classroom Supplies**

- Students will be reminded to avoid sharing of items that are difficult to clean or disinfect.
- Teachers will keep each child's belongings separated from others' and in individually labeled containers, or areas.
- The school will have adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., art supplies) or limit the use of supplies and equipment by one group of children at a time and clean and disinfect between use.

# On Campus

## Classroom Supplies

- Students will avoid sharing electronic devices, toys, and other games or learning aids.
- Most students are supplied with individual work texts which minimizes sharing of textbooks and educational resources.
- Administrators will develop plans for the distribution of required texts and materials for students who may utilize an innovative learning option. The school will model dissemination plans on prior experience utilizing drive up, no-contact distribution methods.

## Hand Hygiene

Hand hygiene is a simple and effective way to prevent the spread of pathogens and infection. Please refer to CDC guidance on hand washing and sanitation procedures as necessary. School staff will conduct hand washing and use of hand sanitizer instruction for younger students.

Students and staff will establish a procedure for sanitizing and/or hand washing during movement within the school building and throughout the school day. This procedure will inform students regarding the various hand washing and sanitizing stations located throughout the school building. Additional hand hygiene elements include:

- Staff and students will sanitize and/or wash hands prior to entry of the building.
- Staff and students will sanitize and/or wash hands prior to entry of a classroom.
- Staff and students will sanitize and/or wash hands upon exit of a classroom.
- Staff and students will sanitize and/or wash hands prior to entry of the cafeteria or common spaces.
- Staff and students will sanitize and/or wash hands upon exit of the cafeteria or common spaces.
- Staff and students will sanitize and/or wash hands upon exit of the school building.

## Technology

For students who select the Innovative Learning method:

- Parents who elect an Innovative Learning method will be surveyed to determine technology needs.
- Technology will be made available for those students who do not have access to a compatible device within the home.
- Parents who elect to borrow technology from the school will be required to sign a "Student Mobile Device Loaner Agreement" and will be responsible for the maintenance and care of a borrowed device.
- Upon determination of a family's technology needs; technology will be distributed via a no-contact, drive through method. Serial numbers and borrower's information will be recorded.
- Any required software to complete online instruction will be preloaded on borrowed devices or available online.
- For those students who do not have access to the internet, students will be provided with a list of community "hotspots". The school will survey Innovative Learning online participants for internet service needs.
- If a problem arises with a loaner computer, student/family should first notify the classroom teacher who will attempt to resolve the issue. If the classroom teacher is unable to resolve the issue, he/she will notify the building administrator who will open a service ticket via the Technology Help Desk.



## Cohorts

To the greatest extent possible, schools will organize students to learn and move in cohorts to minimize number of interactions with broad groups of students and to make contact tracing easier. Schools will create a general map for how elementary students will move by class throughout the building.

Middle and high schools may rotate teachers through classes rather than moving students when practical and feasible. When it is not possible to create cohorts, schools will make every effort to keep track of the movements of groups of students (time and place) in order to assist in contact tracing.



# Food Service

## SCHOOL FOOD SERVICE

SLA Management will continue to be the provider of breakfast and lunch. SLA has formulated a robust COVID-19 Response Plan to ensure increased safety within the food service program:

- **Training-** All staff will receive additional sanitation training from SFSPac, the nation's leading school nutrition cleaning and sanitation company, on how to properly sanitize surfaces to eliminate COVID-19 prior to school reopening.
- **Staff Wellness-** Employees will be screened for respiratory symptoms and have their temperatures taken daily as they report to work. Employees who have a fever at or above 100.4°F or who are experiencing cough or shortness of breath will be sent home as a precaution. Employees who are not feeling well will be instructed to stay home.
- **PPE-** All employees will be required to wear SLA provided face masks and/or face shields while on campus. Disposable gloves will also be required at all times when on campus. Gloves will be changed every thirty minutes or more frequently when necessary for proper food handling and sanitation.
- **Hand Washing-** Proper hand washing techniques will be reviewed, and all employees will be required to wash their hands at least every thirty minutes and more frequently when necessary for proper food handling and sanitation.
- **Cleaning and Disinfecting-** Staff will thoroughly sanitize all high touch surfaces after each group of students are served, in addition to ongoing sanitization throughout the day, to ensure proper handling and sanitation.
- **Social Distancing-** Food service workers will develop, implement and maintain social distancing guidelines unique to each school cafeteria's specifications and needs.

## Serving Students

School administrators will determine the method that works best for their school regarding lunch service. Food service staff are prepared to accommodate lunch in the lunchroom or classroom depending on which method works best for the school.

- Students will be directed to wash their hands both before and after lunch.
- Students will be instructed not to pass or share lunch items.
- Students will social distance in the lunchroom to the greatest extent possible.
- Cues will be placed in the lunchroom line to remind students to maintain social distance.
- Staff will indicate appropriate seating areas.
- Housekeeping staff will clean and sanitize the lunchroom regularly including times between lunch services.
- Principals may adjust lunch schedules (i.e., adding more lunch periods, or staggering lunch periods) to accommodate social distancing guidelines.
- Grab and go breakfast options will be implemented.

**Please note that meals may be served/eaten in the classroom on a limited basis. For in classroom service, hot meals will be distributed via carts. In addition, SLA is prepared to provide emergency feeding meals for students during potential school closures.**



# Leaving Campus

## Dismissal

School dismissal can be one of the more congested periods of a school day. Parents are picking up students; students are boarding buses, entering cars, and walking/biking home. Parents should anticipate the possibility of longer dismissals due to the need to reduce congestion and provide greater separation of groups. Changes to arrival and dismissal procedures will be clearly communicated to the school community prior to school reopening. The following considerations will be utilized by school administrators in developing safe dismissal plans.

- Dismissal of students will be appropriately staggered to avoid congestion.
- Schools will use automated dismissal platforms to minimize congestion of students.
- Signage indicating dismissal area(s) and procedures will be placed around the school.
- Students will be organized based on bus riders, walkers, and pick-up.
- Dismissal procedures will include transition directives and pathways to limit the interaction of separate cohorts.
- Special attention will be given to rainy day dismissal procedures and social distancing.
- Students will be required to adhere to opening and closing times for arrival and departure from school.

## Before and Aftercare

Before and After Care programs are essential in supporting working parents and guardians. Many essential workers have children who require supervision and care while they perform their essential functions in the community. These students need a safe environment with rich learning experiences and responsive interactions while participating in the Before and Aftercare programs. Before and After Care programs will operate with the same fidelity to local health and safety guidelines as the regular school program.

- Students and staff will engage in self screening prior to daily participation.
- Administrators will create student cohorts to the greatest extent possible.
- Out of door activities will be promoted to increase physical distance opportunities.





# Athletics and Extra-Curricular Activities

## Student Activities

- Field trips will not be scheduled the first quarter of the 2020-2021 school year. Further communication will be provided regarding field trips scheduled for subsequent quarters and will be based on recommendations from the Department of Health and Centers for Disease Control and Prevention (CDC).
- School-based clubs will continue to operate, following all school protocols and CDC guidelines if held on campus. Initially, clubs will meet virtually.
- **As of July 1, high school athletic teams are approved to participate in outdoor, voluntary workouts in small groups. A determination for school-year athletics will be made in conjunction with the Florida High School Athletic Association. Updates will be provided.**
- Additional information regarding athletics will be provided separately.

## Family Activities

- Schools may conduct orientation online. In-school orientation will prioritize kindergarten and first time attendees. Schools will be creative in how orientation is conducted.
- PTSO and booster events may be delayed the first quarter. Additional communication will be provided regarding traditional opening of school activities hosted by support organizations.



# Facility Readiness

## Clean, Disinfect, and Protect (CDP)

School facilities personnel are committed to ensuring that every area of the campus is clean and disinfected daily. All chemicals are approved for use in schools are registered with the EPA and recommended by the CDC.

- The school will have sufficient cleaning supplies on hand to meet the requirements of the “Clean, Disinfect and Protect” protocol on a regular basis. The school will work with established vendors to ensure a continuous supply of required cleaners and disinfectants.
- The school will ensure sufficient supplies of hand sanitizers, soap, and paper towels are available to meet the daily needs of students and staff. The school will work with its established vendors to maintain a 30 day supply of necessary items. Facilities personnel will ensure sanitizer and soap dispensers are filled on a regular basis.

## Clean:

Housekeeping staff have been trained in the use of chemicals, disinfectants and equipment to provide daily, weekly, and monthly cleaning. Housekeeping standards have been reviewed and updated to address additional requirements and standards.

## Disinfect:

Facilities personnel, in response to COVID-19 have initiated the following disinfection regimen:

- Daily disinfection of outside play equipment and door handles using a sprayer with approved disinfectant.
- Deep cleaning and disinfection daily of bathrooms using a state-of-the-art disinfection cart, complete with chemicals and wet vac.
- Periodic wipe down and sanitizing of bathrooms during the school day.
- Disinfection of classrooms and the interior of the building with approved disinfectants using an electrostatic sprayer.
- Disinfection of “high touch” areas (e.g. doorknobs) periodically during the school day. All bathrooms checked and cleaned on an hourly basis and documented.
- Disinfection stations in every classroom – paper towel dispenser along with approved disinfectant spray.
- Deep Clean Procedures in place to deep clean areas where a student or staff member who becomes ill has been.

## Protect:

The following have been included in each school site:

- Signage indicating the required wearing of masks and observance of social distancing.
- Plexiglass installed on front counters in the main office.
- Faculty and staff provided masks and/or face shields.
- Hand sanitizer stations in every classroom and cafeteria.
- New soap dispensers near every sink.
- Electrostatic sprayers purchased for indoor use and appropriate sprayers for outdoor use.
- Hand dryers temporarily disabled and paper towel dispensers installed.
- Community water fountains temporarily disconnected. Students are encouraged to bring water bottles for personal use (Bottle refill stations available).





# Personal Protective Equipment and Social Distancing

Minimizing uncertainty and risk on the school campus is aided by visibly showing everyone what safety looks like, creating a visible feeling of health and safety, so that students and staff can settle into learning, rather than being preoccupied with concerns. In conjunction with appropriate signage, barriers and alerts; the use of PPE and social distancing measures provide real benefit to reducing the spread of COVID-19 and reminding students and faculty to cooperate in promoting a safe and healthy school environment. The use of PPE and physical distancing measures is dependent upon guidance from CDC and Department of Health officials at the time of school start and local school board directives. Students and staff are required to wear masks in all instances when social distancing cannot be maintained.

## Masks and face-coverings

- Students and staff should refer to CDC guidance on the proper-use, removal and cleaning of face coverings.
- Face coverings are not recommended for those individuals who may have trouble breathing, who are unconscious, incapacitated, or unable to remove a face covering without assistance.
- Students are required to provide their own reusable, washable masks. Self-provided masks must meet student and faculty dress-codes. This requirement shall be dependent upon local guidance at the time of school re-opening. Students should write their name inside the mask to avoid shared use.
- As per CDC guidelines, masks are to be worn during the school day when social distancing cannot be achieved and as directed by school personnel. Masks are optional in settings where social distancing is practiced. Thus, students will not have to wear a mask all day unless that is preferred by the individual. Schools will follow State and local requirements.
- Staff members may utilize a clear face shield in lieu of a mask for instructional purposes.

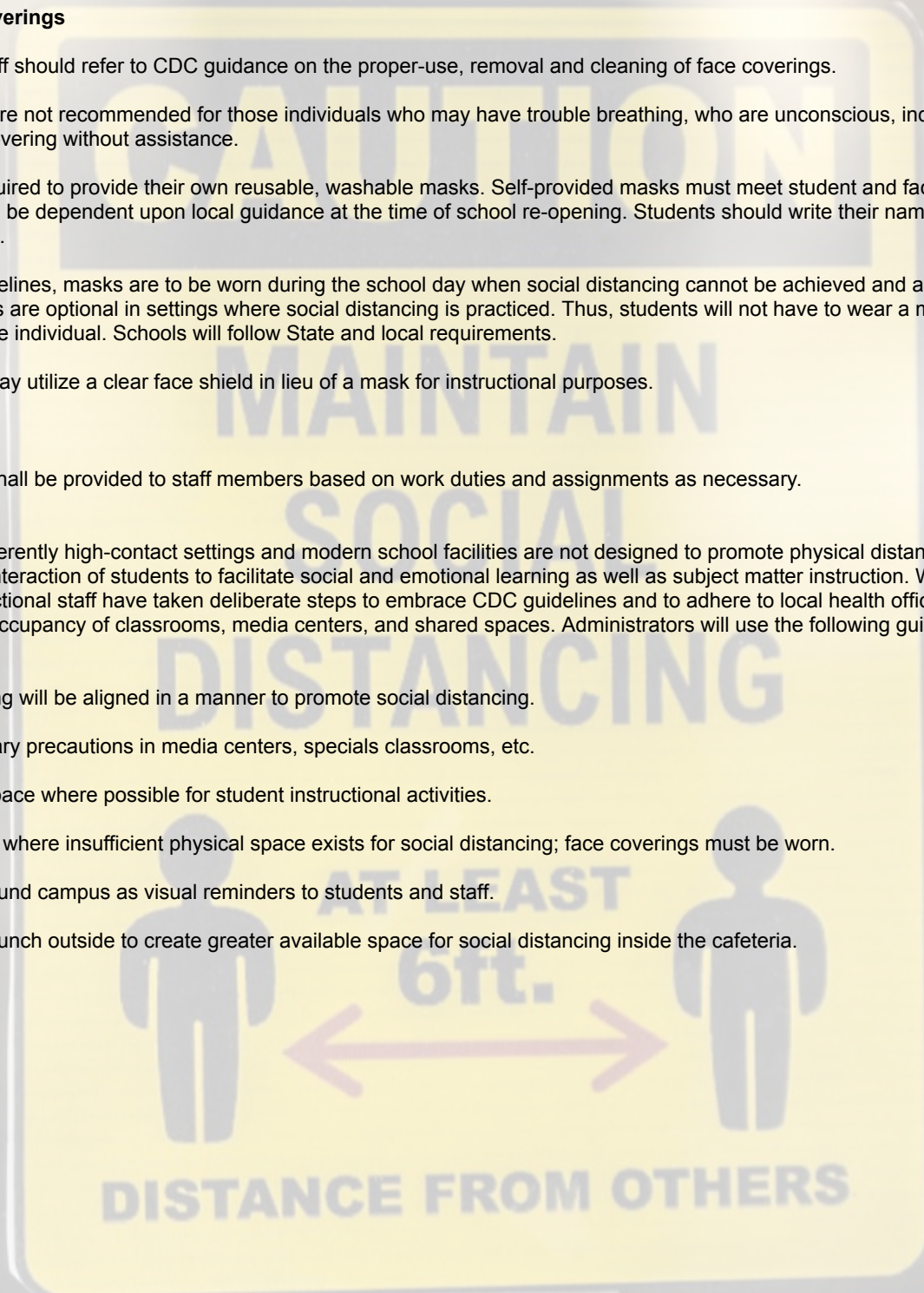
## Additional PPE

- Additional PPE shall be provided to staff members based on work duties and assignments as necessary.

## Social Distancing

K-12 schools are inherently high-contact settings and modern school facilities are not designed to promote physical distancing but rather to enhance the social interaction of students to facilitate social and emotional learning as well as subject matter instruction. With this in mind, principals and instructional staff have taken deliberate steps to embrace CDC guidelines and to adhere to local health officials in regards to the seating design and occupancy of classrooms, media centers, and shared spaces. Administrators will use the following guidelines in setting up classrooms.

- Classroom seating will be aligned in a manner to promote social distancing.
- Observe necessary precautions in media centers, specials classrooms, etc.
- Utilize outdoor space where possible for student instructional activities.
- In circumstances where insufficient physical space exists for social distancing; face coverings must be worn.
- Post signage around campus as visual reminders to students and staff.
- Consider eating lunch outside to create greater available space for social distancing inside the cafeteria.



# Medically Vulnerable

COVID-19 presents additional concerns for students with pre-existing medical conditions. Special attention will be given to students with existing 504s and IEPs. In addition, efforts will be taken to identify any student or staff member who may be medically vulnerable. The school will work with parents to develop an appropriate plan of action to protect the health and safety of students identified with medically vulnerable conditions.

- Special considerations and accommodations given to students who are medically vulnerable (504 and IEP processes apply).
- Provide priority seating, dismissal, and transitioning where and when appropriate.
- Access to and use of specialized PPE where and when appropriate.
- Ensure Free and Appropriate Public Education (FAPE) consistent with federal law, application, and documentation.
- Utilize appropriate telehealth services.
- Update 504 and IEP plans according to changing conditions.
- Encourage collaborative dialogue between school and families of students with disabilities.





# Communication

Transparent and effective communication is an essential part of the CSA RISE plan. Communication regarding school options, health/safety, and changes to school schedules will be communicated via a variety of platforms and appropriate language translation. Efforts will be made to update and keep current parent/guardian contact information. Communication regarding CSA RISE and/or COVID-19 will be developed centrally and distributed through each school site in order to maintain consistent messaging.

- Comprehensive communication plan provides structure and process for all communication.
- The school will communicate regularly to the entire education family of stakeholders in the community.
- The school will regularly update families and staff on policies for conduct while on campus, drop-off and pick up.
- The school will use multiple means to communicate: e-blasts, websites, text, social media, classroom lessons, community meetings, one on one outreach, etc.
- Communication will occur in English, Spanish, and Haitian-Creole.
- Parents will complete an affirmation that they will not send their children to school with symptoms and will perform basic screening prior to sending a child to school.
- The school will reinforce topics like good hygiene, social distancing, identifying symptoms and staying home when feeling sick.
- The school will illustrate steps taken to keep school clean and extracurricular activities safe.
- **Compassion and grace will be shown to all families and staff.**
- The school will invite feedback from parents, students, staff and the community.





# Health and Welfare of Faculty and Staff

The health and welfare of faculty and staff is of utmost importance. Appropriate measures based on local regulations and recommendations will be taken to ensure safety first for the protection of school employees.

- All faculty and staff will be provided with the appropriate PPE for their job responsibilities based on local regulations and recommendations.
- Faculty and staff will be asked to conduct a daily self- evaluated health check to include a temperature reading and symptom screening.
- Faculty and staff will be provided training based on individual school plans to ensure cohesive preparation for the new school year.
- Physical barriers will be installed at front office locations to protect the health and welfare of office staff.
- There will be an increased cleaning and sanitization schedule for high touch areas including staff workrooms, mail rooms, and gathering spaces.
- School members will be encouraged to avoid gathering in groups for extended periods of time. School members are required to wear a facial covering to protect oneself and others when conversing with peers and unable to maintain physical distance.
- Meetings and professional development will be handled virtually if appropriate.
- Human resources will provide information to faculty and staff members concerning sick leave, Coronavirus related leave, and the options available to employees in the event of exposure or potential exposure.
- Considerations will be made for those employees who may have underlying conditions that leave them susceptible to illness.



# Responding to Positive COVID-19 Cases

## If a student is symptomatic during the school day:

- Students who develop symptoms of illness while at school will be separated from others as quickly as possible and placed in a room separate from other students. If more than one student is in an isolation area, the school will ensure physical distancing.
- Any student or staff exhibiting symptoms will be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a health care facility by a parent, guardian or emergency service provider (as necessary).
- Students will remain in isolation with continued supervision and care until picked up by an authorized adult as evidenced on student emergency cards.
- The school will follow established guidelines for assisting students in the clinic, recognizing not all symptoms are COVID-19 related.
- The school will advise parents of sick students that students may not return to school until they have met CDC criteria to discontinue home isolation.
- The school will develop a response plan for students who are symptomatic when boarding the bus.
- Any symptomatic bus riders will be separated from the school population and kept in a separate area.
- The bus will be removed from service until disinfection protocols have been implemented.

The school will make the best effort to protect and support students who are at higher risk for severe illness or who cannot safely distance from household contacts at higher risk by providing innovative learning opportunities.

While cases of serious illness among those testing positive for COVID-19 remains statistically low, the nature of this virus has proven to be difficult to predict from individual to individual. Public confidence and public safety requires that we respond to positive cases in a systematic, consistent, and transparent manner. All actions taken will be consistent with directives and guidance from local health officials and school district officials. The following priorities will guide our actions in the event of a positive COVID-19 case at a school site:

- Minimize additional spread of positive cases.
- Protect student/public safety.
- Maintain continuity of learning in person when possible and through distance learning if not possible.

## Positive Case -- Student

- Any closures of school due to positive cases of COVID-19 will be at the guidance and direction of local health officials.
- Contact trace to extent possible to determine extent and likelihood of additional exposure.
- Notify and consult with local health officials and district representatives.
- Determine testing protocol for incident.
- Communicate incident and status to school community and district.
- Execute cleaning protocols.
- Execute Innovative Learning protocols as needed.
- Prepare for return of students following reentry protocols.

# Responding to Positive COVID-19 Cases

## Positive Case – Personnel

- Any closures of schools due to positive cases of COVID-19 will be at the guidance and direction of local health officials.
- Follow all guidelines provided by the human resources department.
- Contact trace to extent possible to determine extent and likelihood of additional exposure.
- Notify and consult with local health officials.
- Determine need to close, clean, and sanitize.
- Isolate/Quarantine confirmed employees and/or showing symptoms.
- Address and Isolate employees working near an infected co-worker.
- Notify employees (observing confidentiality and avoiding disclosure of individual health records).
- Determine testing protocol for incident.
- Communicate incident and status to school community and district.
- Execute cleaning protocols.
- Execute innovative learning protocols as needed.
- Prepare for return of students following reentry protocols.
- Have substitutes ready to engage if it is an instructional position.

## Contact Tracing Protocols and Recommendations

When conducting contact tracing, principals and administrators will consider potentially affected individuals' schedule, students and staff who may have come in direct contact, extra-curricular activities, lunch schedule, transportation, and any siblings. If affected individual has a familial relationship with additional students or staff, contact tracing shall be conducted on that individual as well.

