



## **Safe Return to School and Continuity of Services Plan 2021**

**Updated: August 6, 2021**

## Introduction

Hogan Preparatory Academy plans to return to full in-person instruction for our 21-22 school year. This means all buildings will be open and operational 5 days a week during posted school hours. Additional details regarding elementary, middle and high school schedules will be provided as we get closer to the start of school.

The COVID-19 pandemic has created an atmosphere of disruption and uncertainty for our students and their families. It is our hope that a return to normalcy will serve to act as a stabilizing force. We recognize that the threat of COVID is not over, but many steps have been taken to reduce exposure levels. Hogan will continue to take appropriate measures in this regard. That information is detailed in the following pages.

*The most important action that anyone can take at this time is to be inoculated against COVID-19. Inoculation is effective in a number of ways. It can keep you from getting and spreading the virus. It can keep you from getting seriously ill even if you get COVID. And it helps protect the people around you. Currently anyone aged 12 and over has the ability to be inoculated.*

Our federal government is providing this service free of charge to all citizens. And our local state and city governments have worked to create access so that anyone can be inoculated. If you need assistance with locating the inoculation sites, please visit the [City of Kansas City COVID-19 Vaccination Information Center](#).

***Hogan asks you to participate with us in protecting our students, ourselves and our community by getting yourself and any qualifying children inoculated!***

Hogan Prep's Safe Return to School and Continuity of Services Plan is a companion to formal direction provided by the City of Kansas City. The most current guidance and information from the City of Kansas City can be found on the [Kansas City COVID-19 Information Center page](#) on their website. Hogan Prep will adjust its practices based on changes adopted by the City.

The spreading of respiratory illnesses including COVID-19 could necessitate the closing of schools to help break the spread of the disease. The nature of the disease will be important to a decision that schools be closed and the following questions should be considered:

1. Can someone spread the disease without showing symptoms?
2. What are the ways in which the disease can be transmitted to/between persons?
3. What is the incubation period for the disease?
4. Is there a vaccine available for the disease?
5. Are the numbers of students and staff getting sick increasing day-to-day?

In addition, the local health authority or the Director of the Missouri Department of Health and Senior Services (DHSS) (or their designated representative) are empowered to close schools in order to protect the public health (19CSR 20-20.050). If the Director of DHSS determines that the local health authority does not take adequate control measures to protect public health, including the closure of schools, the Director may do so [19CSR 20-20.040 (2) (J) and (3) (C)].

Hogan Prep will continue to consult with local health officials to answer the above questions before advising our Board on the decision to close, or subsequently reopen schools. HPA will also seek guidance from the local health authority of other recommended measures leading up to the decision to close. Measures will include, but not be limited to, increased hygiene and social distancing.

In addition to daily general cleaning of classrooms, custodial staff will also be wiping down all hard surfaces with a disinfectant solution. Before leaving each area, the staff will mist it with a disinfectant spray as a final step. This spray dries quickly and provides an additional barrier to the spread of infection.

Buildings will be equipped with tissues and hand sanitizer. Soap and paper towels will be available in all restrooms. Teachers will instruct students on the use and disposal of tissues

when sneezing or coughing. Teachers will also supervise students in frequent and thorough hand washing and hand drying.

Hogan Prep will advise all students and staff to be particularly mindful of eating well, drinking plenty of liquids to stay hydrated, and getting adequate sleep.

## **Coronavirus (COVID-19)**

Locally, the City of Kansas City Health Department and Children's Mercy Hospital have been working closely with school organizations to guide and advise. The virus is being transmitted from person-to-person and can be transmitted from an individual who is non-symptomatic.

Health experts advise that the best course of action is to practice good handwashing skills; avoid touching eyes, nose, and mouth; practice distancing yourselves from others and avoid large groups. The first two points are certainly the easiest to control.

Hogan Prep is engaged in efforts to provide for and promote personal hygiene practices among students and teachers. We have secured supply lines and additional orders of soap and hand sanitizer. Adjustments are being made to create more personal space in classrooms and in cafeterias. In addition, we are asking parents to promote good hand washing at home and to keep lines of communication open with their child's school.

## **Prevention**

The best way to prevent illness is to avoid being exposed to this virus. However, as a reminder, the Center for Disease Control (CDC) always recommends everyday actions to help prevent the spread of all respiratory diseases, including:

- Avoid close contact with people who are sick.
- Avoid touching your eyes, nose, and mouth. Viruses can remain on frequently touched objects such as doorknobs and cell phones for quite some time. If you touch a contaminated object and then your face, you can transfer the germs, which can lead to illness.
- Stay home if you are sick.

- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Block the spread of germs by using a tissue or the inside of your elbow. Do not use your bare hands.
- Clean and disinfect frequently touched objects and surfaces using a regular household cleaning spray or wipe.

### **Attendance/COVID Testing of Students and Staff**

As noted, Hogan Prep asks staff and all eligible students to get the COVID-19 vaccine. It is the single most important way to minimize the spread of the disease. Parents are asked to keep sick children at home. Similarly, sick staff are asked to stay home until their symptoms have cleared.

If a Hogan Prep student or staff member becomes ill at school, they will be referred to the school nurse or building health aide who will take their temperature and assess the situation. The school nurse/health aide will implement safety protocols based on each individual situation. This might include sending a staff member home or calling a parent/guardian to pick up their student. If you receive a call to pick up your student, you should do so immediately.

### **Face Coverings/Masks**

Staff and students, and visitors will be required to wear face coverings/masks when indoors to start the 2021-2022 school year, even if fully vaccinated because of the Kansas City area and the state's substantial and high transmission rates. This policy may change as guidance from the CDC, the Kansas City Health Department, and the City of Kansas City changes. Students should bring their own masks to school to wear indoors and on the bus.

Hogan Prep will provide disposable masks for guests/visitors to the building.

## **Social Distancing**

To the extent possible, Hogan Prep will work to minimize contact and social mixing during school hours. Staff will be present through the halls during lunch and passing periods to help maintain some level of social distancing. School gatherings/assemblies will be limited.

Parents should know that school will resume as close to 'normal' as possible. While we will attempt to provide and manage social distancing, there are situations where it will be difficult. Lunches in the cafeteria, passing periods between classes, gym class and athletics all present challenges where social distancing is challenging. For these reasons, we encourage your student, if eligible, to get vaccinated for COVID-19. This will protect them in situations where social distancing is not possible. And it will also protect those around them.

## **Hand Washing**

Hand washing is the single most effective means of preventing the spread of infection. Hand washing procedures should be followed even if gloves have been worn. If an emergency situation precludes proper hand washing, the hands should be washed as soon as possible after exposure.

Any skin surface that comes into contact with blood or other body fluids should be cleansed using the same procedures for hands. Hands should be washed:

- Before and after touching open wounds (even if gloves are worn)
- Before eating
- After any direct exposure to blood or other body fluids
- After removing gloves
- After handling soiled or contaminated items and equipment
- After using the toilet

The correct method used for hand cleaning and decontamination is with soap and water:

- Wet hands
- Lather hands with either bar soap or liquid soap
- Rub repeatedly for at least 20 seconds
- Rinse
- Turn faucets off using a dry paper towel
- Dry hand properly and dispose of used paper towel

In areas where running water is not readily available:

- Remove obvious soil with a wet towelette
- Use waterless foams or rinses to clean skin

## **Cleaning Protocols**

Hogan Prep contracts with Hi-Gene's for our district janitorial services. They are following CDC guidelines regarding cleaning and disinfecting buildings. Custodial staff are trained on how to safely execute and complete daily duties to minimize risk while cleaning and using approved disinfectants. Cloth products used for cleaning will be washed prior to their next use.

Day time custodial staff are responsible for keeping buildings clean during the day. They will wipe down and disinfect the most frequently used areas and touchpoints in each building, including but not limited to:

- Entryway doors - push bars, glass, door frames and door handles
- Stairwell handrails
- Elevators - buttons, doors, and thresholds
- Restrooms - door handles, stall locks, light switches, fixtures, paper dispensers, soap dispensers, floors
- Cafeterias - entryway, tables, chairs
- Drinking fountains
- Vending machines

Day time custodial staff are also responsible for cleaning classrooms where a sick student or staff member has been present. In that situation, the classroom will be vacated while custodial staff wipe down hard surfaces and spray disinfectant in the room. Staff and students will be allowed to re-enter the classroom once this work has been completed.

A night cleaning crew completes a thorough cleaning of each building which includes a wipe down of all hard surfaces and the spraying of a disinfectant in all areas.

## **School Operations**

All vendors supporting school operations (food service, janitorial, transportation) have protocols in place to ensure the safety of their staff. HPA will monitor those protocols and consult with vendors should an outbreak occur or should the City of Kansas City provide new guidance.

### Facilities:

- Buildings will still be limited to 'essential visitors'. Anyone wanting to visit one of our school buildings should call first to ensure their access.
- Disposable masks will be provided.
- Buildings will have hand sanitizer stations placed throughout.
- Classrooms will have hand sanitizer and disinfectant spray or wipes to use throughout the day for wipe downs of desks and frequently touched surfaces.
- Teachers/staff will be instructing students and reinforcing the importance of rules which help stop the spread of germs and minimize the likelihood of an outbreak.

### Cafeterias:

- Each cafeteria will have a hand sanitizer station
- All cafeteria staff will wear face coverings and gloves
- Lunch times will be staggered to limit the number of students eating at one time; buildings may consider having some students eat in their classrooms

### School Transportation:

- First Student, our transportation vendor, follows the Center for Disease Control (CDS) guidelines for ensuring bus surfaces are cleaned and sanitized regularly.
- Students within the same family will be required to sit together.
- Students are asked to wear masks while riding the bus to and from school or participating in inside after school activities.
- Students may be assigned seating for bus transportation.

### Health Procedures:

- Each building is equipped with a school nurse or health aide.
- Sick staff and students will be referred to the school nurse/health aide for assessment.
- The school nurse/health aide will take the temperature of referred staff/students with a no-touch, infrared thermometer



- The school nurse/health aide will contact a parent/guardian of the student for pick-up if symptoms warrant the student be removed from school

### **Health Emergency Procedures**

- Hogan Prep will verify that staff and parent emergency contact lists are up-to-date.
- The school principal/school nurse will inform staff to observe for signs and symptoms of flu.
- The school nurse/health aide will implement any required protocols for managing
- Students/staff who fall ill at school and keep a record of those leaving school due to illness.
- The school principal will track daily the percentage of enrolled students and staff who are absent due to illness.
- Each building has identified an area to temporarily hold students suspected of having influenza and/or a respiratory illness until parent/guardian arrives.
- Counselors/social workers will develop specific strategies and share calming techniques with students, staff, and parents coping with fear and anxiety about current health events.

### **School Closure**

- Hogan Prep's Superintendent will work closely with the City of Kansas City's Health Department in deciding on school closure(s) due to a health threat. Such decisions will vary upon the number of absences, severity of cases and other risk factors.
- In Missouri, local public health agencies or the Department of Health and Senior Services have the authority to close and/or open schools for public health reason(s). In the event of a serious health situation, schools may be closed and/or opened only by order of the director of the Department of Health and Senior Services. [See 19CSR 20-20.050 (3)].
- Due to the need for consistency throughout the state, school closures and/or openings to protect the public health and safety may be directed at the state level.
- In the face of a health crisis, or heavy absenteeism, the school superintendent has the authority to cancel all activities scheduled on school property including those of outside groups.
- In most instances, closed schools can be reopened by the superintendent. However, in cases where schools were closed by the Department of Health and Senior Services or some other federal/state/city entity, only they may authorize the reopening of schools. Schools will be reopened only when the situation that caused the schools to be closed has sufficiently abated.

## Academics

- For the 2021-22 school year, parents will be able to select a 100% virtual school or 100% in-person learning model for their children.
- Enrollment for either online or in-person learning will be for a minimum of one semester.
- Students who enroll in the Hogan Online Academy will be provided with a combination of synchronous (real-time) and asynchronous (independent) learning activities which will align with the pacing and curriculum requirements of Hogan Preparatory Academy.
- Appropriate accommodations will be made for students on Individual Education Plans.

## Communication

- Hogan Preparatory Academy will ensure that students, staff, parents, community and media receive information on district procedures (including dismissal of classes or schools) in accordance with health guidelines. Information sources include, among others, the [City of Kansas City Health Department](#) and the [Centers for Disease Control and Prevention](#). We are also working with other public school organizations to share best practices and coordinate efforts.
- The Hogan Prep website, [www.hoganprep.net](http://www.hoganprep.net), includes this plan for community viewing. When community health concerns are amplified, and as updates are made available, Hogan Prep will provide that information on the website and through social media.
- Hogan Prep's superintendent, Dr. Jayson Strickland, is the designated individual to issue information and updates on school dismissals to staff, parents and community (media).

## Stakeholder Feedback and Inclusion

Stakeholder feedback for this plan is important. Hogan Prep will be communicating with students, parents and the community on a regular basis. If you would like to provide feedback, please direct it to Jamie Berry ([jberry@hoganprep.net](mailto:jberry@hoganprep.net)). Thank you!