

July 2020

2020-21 REOPENING HEALTH AND SAFETY PROCEDURES

OVERVIEW:

The following guidelines have been created in conjunction with the CDC, Florida Department of Education, American Academy of Pediatrics and local health departments. Our focus continues to be the safety and education of the students and the health and well-being of all our families and staff. These guidelines are subject to change as new information becomes available.

These guidelines require a community effort to follow health and safety procedures, including staying home when ill, requiring social distancing and masks, optimizing facilities and schedules, and thorough cleaning and disinfecting. Center Academy's use of study carrels and individualized learning helps to promote spacing and limit contact during the school day.

FLEXIBILITY:

While strict adherence to safety protocols is necessary, Center Academy will remain flexible regarding any health and safety issues that may arise, either from new CDC or health department guidelines or the presence of new conditions as the school year progresses. Decisions regarding temporary class or school closure will be made in conjunction with health authorities or as mandated by the Governor or Department of Education. The specific procedures listed below are not all-inclusive and may be revised as needed to maintain the health and safety of students and staff.

Each campus will identify an isolation room or area to separate anyone who has COVID-19 symptoms. Family members will be called immediately to safely transport anyone who is sick to their home or to a healthcare facility. If there is a confirmed COVID-19 case within the school community, the school will contact the local health department's epidemiology program for direction. The CDC recommends 14 days of quarantine after exposure. Center Academy will follow CDC and local health department guidelines regarding cleaning and sanitizing at-risk areas, school closure, reporting and contact tracing. We will immediately notify staff and families if there is a confirmed COVID-19 diagnosis, maintaining confidentiality of individual health conditions as required by law.

GENERAL HEALTH AND SAFETY PROCEDURES:

Masks must be worn by all students, staff and visitors, except in limited circumstances where there is social distancing and when masks cannot be worn, such as while eating. Masks may be of the student/family's choice as long as they meet health

guidelines and school dress code. Social distancing and physical barriers will be used, including minimal seating at tables and continued use of individual student study carrels. Students will maintain individual supplies of such items as desk wipes, hand sanitizer and water bottles. Signage will address proper distancing, handwashing, mask use and COVID-19 symptoms.

Visitor access will be restricted and no field trips or intramural sports will take place until safety can be assured. Large group or community gatherings will be postponed and food will not be provided or sold at the school. Students will stay with their class, and interactions with other classes will be limited. Arrival and dismissal times may be staggered and multiple entry points used when feasible. Outdoor spaces will be used regularly and air circulation will be optimized in the building.

Hand hygiene and respiratory etiquette education will be provided to all students. Hands will be washed when entering the building, changing spaces, after using the bathroom, before and after eating, and after using a tissue or touching one's mouth or nose.

CLEANING AND DISINFECTING PROCEDURES:

Center Academy will ensure adequate supplies for proper hand hygiene and provide hand sanitizer stations throughout the building. Bathrooms will be cleaned and disinfected daily and as needed. Students will clean their individual chairs and desks with sanitizing wipes daily, and teachers will clean their desk areas and shared tables after each use. All rooms, including bathrooms, hallways, offices and other shared spaces will be professionally cleaned and sanitized each evening. Center Academy will follow CDC and local health department guidelines regarding cleaning and sanitizing at-risk areas.

SPECIFIC PROCEDURES FOR STUDENTS:

- 1. All students must be wearing a face mask to enter the building.*
- 2. All students must have their temperature taken at home by their parent before coming to school. If a student has a temperature of 100.4 or higher, the student will not come to school.*
- 3. Students will bring their own water bottle and not drink from water fountains.*
- 4. All students will bring lunch from home; no lunches or snacks will be provided or sold by the school.*
- 5. Students will be required to wash their hands upon arrival, after using the bathroom, prior to and after lunch, after touching their faces or shared surfaces & prior to dismissal.*
- 6. Students will wear masks at all times, except when working in their study carrels with social distancing in place or when eating lunch, with mandatory social distancing.*
- 7. Social Distancing must be maintained during all student breaks and when lining up or moving throughout the building.*
- 8. During all recess periods, all students will be required to wear masks.*
- 9. No field trips will be permitted until further notice.*
- 10. No intramural sports will be permitted until further notice.*

11. *Each student will wipe down their personal chair, desk & divider with antibacterial wipes each day prior to dismissal. The school will provide these wipes if necessary; however, parents should send a container of wipes for their child to retain at their desk during the day that is not handled by other students.*
12. *In addition to required hand-washing times, students should be encouraged to safely wash their hands throughout the day as needed. Parents should provide their student with antibacterial hand sanitizer to keep at their desk for personal use. Students are not allowed to share these items with other students.*

SPECIFIC PROCEDURES FOR STAFF:

1. *Center Academy will provide face shields or masks for staff if they do not have a mask of their own. Masks must be worn by all staff members to enter the building and remain in place during working hours. If no students or other staff members are present in the room, masks may be removed.*
2. *All Staff must wear face shield or masks during recess and break periods when they are in the presence of students or other staff members and social distancing is not possible.*
3. *Hand sanitizers are to be placed at teacher and TA Desks for staff use throughout the day. Staff should be encouraged to wash their hands frequently and abide by the same hand hygiene as is required of students.*
4. *Staff must model and educate students in hand hygiene and respiratory etiquette.*
5. *All tables, including group tables and lunch/picnic tables are to be cleaned with sanitizing wipes between use: after groups are completed, the tables should be wiped down before the next group starts.*
6. *Staff members must take their own temperature every morning before reporting to work and abide by the sick policy attestation. Any staff member who has a temperature of 100.4 or higher should remain at home and not report for work.*

SPECIFIC ADMINISTRATION PROCEDURES:

1. *Directors will have back-up face masks & water bottles in the office for staff/students.*
2. *Directors will have a Hand Sanitizer Station with paper towels and trash can at each door.*
3. *Directors will ensure the cleaning staff is using Industry Standards to clean the building and bathrooms including wiping down all light switches and door handles with a disinfectant at the end of each school day.*
4. *Directors will have disinfectant wipes in each bathroom stall with instructions to wipe down the seat before use.*
5. *All HVAC/AC Unit fan systems will be regularly maintained and optimized for healthy air quality and maximum air circulation throughout the school day.*
6. *Each Director must maintain contact with the Health Department in their county and request the proper protocol for schools to follow if a student or staff member reports having been exposed to COVID-19, including:*
 - A. *Reporting Procedure*
 - B. *Contact Tracing Process if required and staff member assigned to this role*
 - C. *Contact person & phone number for the person to contact in the event of an exposure.*

7. *Directors will ensure that all families and staff have received the Health and Safety Procedures and signed the Sick Policy Attestation. Each school will implement additional safety measures as needed to ensure these safety guidelines are maintained.*
8. *Directors will notify all parents and staff if there is a confirmed COVID-19 diagnosis, maintaining confidentiality of individual health conditions as required by law.*

SPECIFIC PROCEDURES FOR PARENTS:

1. *All parents must be wearing a face mask to enter the building.*
2. *Parents will provide their child with a water bottle, hand sanitizer and disinfectant wipes as part of the materials list for the first day of school.*
3. *Parents will take their child's temperature every morning before leaving home to ensure the safety of their child and other students. Parents will keep their child home if the child has a temperature of 100.4 or higher.*
4. *Parents will sign and follow the Sick Policy Attestation and will notify the school if their child is unable to attend due to illness.*
5. *Parents should educate their children in proper hand hygiene and respiratory etiquette and encourage them to maintain social distancing and good health and safety behaviors.*

SICK POLICY ATTESTATION:

All Center Academy students, families and staff agree to follow the sick policy as stated below and stay home if they are exhibiting any signs of illness. Individuals will be sent home promptly if symptoms arise during the school day. Symptoms of illness include:

- Active vomiting or diarrhea
- Chills/generalized body aches
- Fever greater than or equal to 100.4
- Signs or symptoms of a respiratory illness (cough, runny nose, respiratory secretions) with or without fever
- Undiagnosed or untreated rash or skin condition
- Pink eye or strep throat unless on antibiotic treatment for 24 hours

Individuals exhibiting signs or symptoms of COVID-19 (fever, cough, shortness of breath, muscle pain, new loss of taste or smell, sore throat, GI symptoms, headache) must follow up with a medical provider and provide the school office with a return-to-school note. Pediatricians and family physicians shall advise families on appropriate next steps and evaluate if COVID-19 testing is warranted. Families may contact the Department of Health hotline at 866-779-6121.

Students and staff may not return to school until they are illness and symptom free for 48 hours except if diagnosed with COVID-19, in which case they must follow CDC guidelines and Department of Health instruction.

I attest that I will not come to school/send my child to school unless illness/symptom free and can answer "NO" to all of the following:

- Do you have a fever (temperature greater than or equal to 100.4 without taking fever-reducing medication)?
- Are you experiencing shortness of breath or difficulty breathing?
- Do you have a cough?
- Do you have chills?
- Have you lost your sense of smell or taste?
- Do you have a new headache (e.g. one not associated with known conditions such as allergies)?
- Do you have a sore throat?
- Do you have muscle aches?
- Have you experienced any GI symptoms such as nausea, vomiting, diarrhea or loss of appetite?
- Do you have a bacterial infection such as pink eye or strep throat for which you have not been on an antibiotic for 24 hours?
- Have you been asked to self-isolate or instructed to quarantine by a medical professional or health department official?
- Have you been in close contact with anyone who has been diagnosed with COVID-19 or been placed on quarantine for possible contact with COVID-19?

Signature

Date

Name