

**2020-2021  
START OF SCHOOL  
SAFETY PLAN AND  
PROTOCOLS**



**Faith Academy**

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# STUDENT & STAFF SAFETY PROTOCOLS

## *Protocols for Screening*

All students and staff members will be screened for COVID-19 symptoms regularly, and individuals who present with symptoms will be separated and sent home.

All staff members are expected to self-screen for COVID-19 symptoms prior to reporting to work each day. Parents/guardians are expected to screen their students for COVID-19 symptoms each day prior to sending their students to school. Any employee or child who is experiencing symptoms in a way that is not normal for them should not report for work or school. COVID-19 Symptoms to screen for include:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit

All staff members and students will have their temperature checked before entering the school building or getting on the shuttle bus to the secondary campus.

## *Isolation Protocols*

- Students who are ill will be separated from their peers and should be picked up within 30 minutes from the time the campus contacts the student's parent/guardian.
- Other students will be removed from the classroom and taken to an alternate location on campus so that the classroom can be disinfected.
- Communication will be provided to the parents of students who came in contact with a COVID-19 positive student or staff member.

## *Confirmed Diagnosis*

- If a staff member or student who has been in school is lab-confirmed to have COVID-19, the school will notify the Victoria County Health Department.
- Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA), the school will notify the staff and families of all students in the class of a lab-confirmed COVID-19 case known to have had close contact with a COVID-19 positive student or staff member. Close contact is determined by the Victoria County Health Department or defined as being directly exposed to infectious secretions (e.g. being coughed on) or being within 6 feet for a cumulative duration of 15 minutes starting 2 days before the infected person's illness onset or 2 days prior to them being tested for COVID-19.

- Additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.
- Students and staff members who have tested positive for COVID-19 will be required to submit a medical release from a physician's office or health department prior to returning to school. Any students or staff who themselves either:
  - a. are lab-confirmed to have COVID-19; or
  - b. experience the symptoms of COVID-19
 must stay at home throughout the infection period, and cannot return to campus until the school screens the individual to determine any of the below conditions for campus re-entry have been met:
  - a. In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
    - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
    - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
    - iii. at least ten days have passed since symptoms first appeared.
  - b. In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
  - c. If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
    - i. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or
    - ii. obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

### ***Face Coverings***

- To create a safe environment for all students and staff members, CDC recommendation for face coverings will be followed. All staff members and students K5-12<sup>th</sup> grade will utilize face coverings when moving through hallways and in common areas such as the restrooms and gyms during passing periods. Face coverings will also be utilized to the greatest extent possible in the regular classroom setting.
- Face coverings include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), or full-face shields to protect eyes, nose, and mouth. Face shields may give improved ability to see mouth movements and improved air circulation. Face shields are acceptable, but not preferred to cloth masks.
- It may be impractical for students to wear masks or face shields while participating in some activities such as exercising or recess.
- All face coverings must meet Faith Academy dress code regulations and Christian values.

### ***Social Distancing***

- Every effort will be made to implement recommended social distancing in the school setting.

## CAMPUS VISITOR PROTOCOLS

### *Visitor Access to the Building*

- In order to limit potential exposure for staff and students, visitors and family members will not be permitted in the building. Please contact the school office by phone if you need assistance.

## DISINFECTING AND HAND SANITIZING PROTOCOLS

### *Handwashing/Sanitizing Expectations*

- Students will be provided instruction on appropriate hygiene practices.
- Hand sanitizer will be available at the main entry to the campus, in the classrooms, in the cafeteria, and in the restrooms throughout the campus.
- Students and staff will be expected to regularly wash or sanitize their hands.
- Hand sanitizer will be provided each time students enter or leave the classroom or when students move to a different work location within the classroom.
- Students will be required to thoroughly wash hands after recess, before eating, and following restroom breaks.

### *Supplies and Materials*

- When supplies must be shared, they will be sanitized after each use.
- Staff will disinfect and sanitize high-touch and working surfaces throughout the day.

## CAMPUS CLEANING PROTOCOLS

- Each classroom and restroom will be disinfected daily with CDC approved disinfectant.
- All high touch areas will be disinfected regularly throughout the day.
- Staff members will have access to disinfectant spray to sanitize working surfaces and shared objects after each use and during breaks in instruction.
- In the event of a confirmed COVID-19 diagnosis, the facilities team will thoroughly clean and disinfectant the area with CDC approved disinfectants as per CDC guidelines.

## WORK AND LEARNING ENVIRONMENTS

### *Classroom Configurations and Procedures*

- Desks or tables will be socially distanced as much as instructionally possible with a goal of maintaining a distance of 6ft between individuals. In classroom spaces that allow it, student desks will be placed a minimum of six feet apart. In classrooms where students are regularly within six feet of one another, more frequent hand washing and/or hand sanitizing will occur as well as required face coverings.
- Class sizes will be kept small when possible.
- Contact with individuals from other student groups/classes will be limited.
- Group work may be implemented while maintaining appropriate distancing and safety measures.
- Any materials or furnishings that must be used by multiple students will be cleaned with disinfectant wipes following each use.
- To the greatest extent possible, students will have and use their own designated materials and supplies.
- The use of outdoor space for learning will be considered when possible.

### *Common Areas*

- Common areas are defined as spaces used by multiple groups of students or staff such as the computer lab, cafeteria, gym, playground, and library.
- The school will develop schedules and protocols for the use of common areas, including how to sanitize space between uses.
- All students and staff will be required to use hand sanitizer when entering and exiting common areas.

### *Restrooms*

- Proper handwashing techniques will be taught and reviewed with all students and consistently reinforced.
- The number of occupants utilizing each restroom at any given time will be limited to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be required to use hand sanitizer before reentering the classroom.
- Restrooms will be disinfected multiple times throughout the day.

## TRANSITIONS, ARRIVAL, AND DISMISSAL

### *Transitions*

- Students and staff will follow protocols for face coverings.
- Classroom doors will be propped open to reduce high touch areas when possible.
- Traffic patterns will be established throughout the campus that separate individuals to the greatest extent possible.
- At the elementary campus, 5<sup>th</sup> and 6<sup>th</sup> grade teachers will move to students for transitions in instruction, and students will remain in their homeroom class.

### *Arrival*

- All students will have their temperatures checked before entering the building.
- Parents may not accompany students into the building.
- Visitors will not be allowed in the building during arrival.
- The Elementary Campus will open at 7:30 a.m. with students reporting directly to their classrooms.
- The Secondary Campus will open at 7:30 a.m. with students reporting to the gym where established and communicated protocols for maintaining physical distance will be reinforced.

### *Dismissal*

- At the Elementary Campus, student groups will remain separated until students are called for pickup.
- At the Secondary Campus, JH students will exit through the front entrance doors, while HS students will exit through the gym doors.

## DAILY SCHEDULE

### *School Hours*

- Elementary Campus: 7:45 a.m. – 3:30 p.m.
- Secondary Campus: 8:10 a.m. – 3:25 p.m.

### *Lunch*

- K3 and K4 lunches will be delivered to classrooms for students to eat in class.
- Social distancing protocols will be followed during lunch periods with the goal of having students sit 6 ft. apart.
- Interaction between classroom groups will be limited during lunch periods.
- No visitors will be allowed during lunch periods.
- Students must bring their own water bottles since all water fountains are turned off at this time.

### ***Recess***

- Staggered recess schedules will be utilized with classroom groups assigned specific times and outdoor areas for recess.
- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.
- Students will not be required to wear face coverings during recess.

### ***PE/Music/Block Classes***

- PE classes will be conducted outdoors when possible with classroom groups separated as much as possible. Appropriate social distancing measures will be followed. Students will not be required to wear face coverings during exercise while maintaining social distancing.
- Music and PE equipment, computers, and other manipulatives will be sanitized and wiped down after each use.

### ***Shuttle Bus to Secondary Campus***

- Students who need to ride the bus must complete the bus registration process.
- A student exhibiting ANY symptom of COVID-19 may not board the bus and needs to remain at home.
- Students riding the bus must have their temperatures checked before getting on the bus every morning.
- Students will use hand sanitizer when boarding the bus.

### **CAMPUS EVENTS**

- No in-person assemblies or events will be held this fall semester.
- Meet the teacher, parent/teacher conferences, etc. will be held virtually.