

The Children's House Health and Safety Protocols 2020-21 School Year

The following document lists the procedures and protocols TCH have put in place for the 2020-2021 school year in response to the COVID-19 pandemic.

This document will be posted on the TCH website. It will likely change over time in response to guidance provided by the Center for Disease Control (CDC), and Marion County Public Health Department (MCPHD). All updates will be highlighted with the date they were made. Our intention is to create a plan that can be responsive to changing needs both in Marion County broadly and in our school specifically.

Prevention of the Spread of Illness Begins at Home:

Preventing the introduction of Covid-19 to our school community begins with all of us at home. If a child or staff member is ill with a common Covid-19 related symptom (repeated below), that person should stay home from school, unless that symptom is otherwise explained. If a student is quarantining at home, online learning will be provided during that time.

Symptoms Impacting Consideration for Exclusion from School

Students and employees will be trained to recognize the following COVID-19-related symptoms:

- A fever of 100.4° F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

In-School Instruction & Full-Time At-Home Learning Option:

- In-school instruction: Students will be in person at school Monday, Tuesday, Thursday and Friday, with on-line instruction for Wednesday, when school will be sanitized and disinfected. .

Students will only be with their homeroom group throughout the entire school day, including at recess time. This allows students to be in groups of no more than 8 students in grades K-8, or in the preschool. . Teachers will move from classroom to classrooms to teach their respective subjects, so each student group will remain in its own homeroom during the school day.

- Full -time online classes will be available for students in high risk groups, who have a family member in a high risk group, or feel more comfortable staying away from the physical

building. Families that would like to switch to at-home learning, or back to in-person instruction, will be able to make this choice at the beginning of each 9-week quarter. If a family would like to switch at a different time in the quarter, this request can be made and we will accommodate it if possible.

- ❑ If our health response requires that we change this schedule - to stagger groups at different times in the building for example - families will be notified with as much lead time as possible. Similarly, if local or state officials call for school buildings to close once more, we will shift to full-time online classes according to their instructions.

Health Protocols:

State statute gives schools/school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

If a student or staff member has a fever they must remain home until they are fever free, without the use of fever reducing drugs, for 72 hours or 3 days regardless of their other symptoms.

Screening

- ❑ TCH will communicate information to parents and employees about the symptoms of COVID-19
- ❑ **Self- Screening:** Children will be screened by a family member, and staff will self-screen, for any COVID-19 symptoms prior to coming to school each day. Any symptoms of COVID-19 that cannot be otherwise explained will cause that student/staff member to be prohibited from coming to school.
- ❑ In addition, TCH will provide **School-Based Screening** each morning. Student and staff temperatures will be checked with a touch free thermometer prior to entering the building each day. Students will wash hands or use hand sanitizer upon entering school. Students that exhibit symptoms without being otherwise explained are prohibited from coming to school. If they do come to school, they will be sent home immediately.
- ❑ If a parent tells us that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- ❑ If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- ❑ If a person is obviously ill, the school may make additional inquiries and may ask that person to leave the school and go home.
- ❑ Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19 because of illness, or has recently travelled from somewhere considered a "hot spot" by the CDC, the student or employee may be asked to remain away from the building and provided the recommendation that they self-quarantine for 14 calendar days.

❑ **Symptoms Impacting Consideration for Exclusion from School**

Students and staff will be trained to recognize the following COVID-19-related symptoms:

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The Indiana state [website \(https://www.coronavirus.in.gov/2524.htm\)](https://www.coronavirus.in.gov/2524.htm) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently. Once a student or employee is excluded from the school environment due to COVID related symptoms, they may return if they satisfy the recommendations of the CDC.

Currently those guidelines are:

Untested for COVID-19

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least **10** calendar days have passed since your symptoms first appeared.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (and is fever free for 72 hours without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least **10** calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone **10** calendar days past their test without symptoms and have been preferably released by a healthcare provider or have had two consecutive negative tests in a three day or more period.

- ❑ If a student or staff member has a fever, regardless of the cause, that person must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with

COVID-19 should be encouraged to seek medical attention for further evaluation and instructions.

- ❑ Students or staff exhibiting COVID-like symptoms at school will be isolated in a specific room in the building assigned for this purpose. All isolated staff or students will wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.
- ❑ Confirmed cases of Covid-19 on school property will be communicated to the local health department and IDOE.

Additional Health and Safety Measures

Arrival and Departure Protocols

Arrival/Dismissal/Homeroom Groups

Students will only be with their homeroom group throughout the entire school day, including at play/break time. This allows students to be in groups no more than 8 in most of the homeroom and preschool groups. All activities that students do as a whole group will include proper distancing in their classroom or outside.

- ❑ At drop off, elementary students will have their temperature taken at, and enter through, the side gate on the west end of the parking lot, walk through the side yard, and go in through their separate homeroom doors in the rear of the building.
- ❑ Preschool students will have their temperature taken and enter and exit through the front door only.
- ❑ Adults will not be allowed in the building at drop off/pick up and **we ask that adults remain in their car as they drop off their child (ren).**
- ❑ We ask that parents wait for a “thumbs up” signal, after their child has had their temperature taken, before pulling away from the drop-off point.
- ❑ Homeroom groups will be distanced at play/break times throughout the day and spread out in our backyard play area and/or our front parking lot play area. We will supply equipment to support games and play.
- ❑ Student table desks will be spaced to allow for maximum distancing, and will all face one direction. Students will have assigned table desks and chairs. They will also have a cubby box for their materials, on the floor next to their table desk. Only that student will use that table desk and chair.
- ❑ Outdoor learning spaces will be utilized as much as possible, for all subjects and times of the day.

Masks/face shields

- The most recent guidelines issued by the Marion County Health Department instruct the following:
 - Cloth face coverings, masks, or face shields are recommended for all students and staff.
 - EXCEPTIONS:
 1. Any staff or student with health conditions that makes the wearing of a face covering a risk to their health.
 2. Preschool students.
 3. When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
 4. Any student who is unable to remove a face covering on their own.
 5. When the wearing of a face covering or mask by a teacher may impede the student's learning, face shields should be used.
 6. Students may be provided with plastic shield type masks as an alternative to cloth face masks. Preschool students may have shield hats provided (upon availability).

Hand washing

- Students and staff will be required to use hand sanitizer upon entry to the building each day, and prior to leaving for the day.
- Hand washing and/or hand sanitizing will occur frequently throughout the school day, and always after leaving the classroom space, prior to eating, and after using the restroom

Bathroom and Water Fountain Use

- Water fountains will only be used to fill water bottles throughout the school day. Students must bring a full water bottle to school each day (or keep one at school) that is labelled with their name.
- Classrooms will have their own designated bathroom that will be sanitized frequently throughout the day

Cleaning and Disinfecting

In addition to an increase in hand washing/sanitizing throughout the day

- We will increase disinfecting of all frequently touched surfaces and items throughout the day.
- The school building will be cleaned, and all primary surfaces will be disinfected/sanitized, each evening.
- Additional cleaning over and above what is stated here will take place as needed.

Air Filtration and Purification

- Air filtration and purification equipment has been installed on our new heating/cooling system, throughout the school. Our indoor air will be completely exchanged in every room every 30 minutes through high-efficiency filtration.

- There has been additional UV equipment installed that will help in disinfecting and purifying our indoor air in each room.

Classroom Materials

- Materials transferred between home and school will be kept to a minimum, and/or eliminated if possible.
- Any group materials will be kept as minimal as possible.
- If materials are used by a pair of students or small group, they will be disinfected after use
- Shared materials, such as Montessori materials, will be sanitized before being passed onto the next child
- School supplies will not be shared between students.
- Students will have their own personal storage cubby box that will contain all of their materials, folders, notebooks, personal hand sanitizer etc. Books that they are reading will also stay in these bins.
- Students will have their own art pack, with materials needed to do art class.

School Visitors

- We will not be scheduling or inviting school visitors at this time.**

School Lunch, Snacks and Celebrations

- Classroom party treats will not be allowed at this time.
- Lunch will continue to take place in classrooms, or outside when the weather allows.
- The microwaves will not be in use at school. Please send lunches that need to be kept warm in a thermos-type container.

We will continue to learn what is our best health practice as scientists learn more and make changes to safety protocol.

Below is information and scenarios to make clear when and how we will move forward if we have a teacher or student infected by COVID 19. It also gives scenarios in order to clarify how to go forward if you, family, friend, or school member are exposed or infected. We thought these might be helpful.

Quarantine If You Might Be Sick

Stay home if you might have been exposed to COVID-19

These guidelines apply to all members of The Children's House, regardless of where exposure or infection initiated. We are always ready to clarify these procedures with you if you have any confusion.

- If a teacher or student has a fever they must remain home until they are fever free, without medication, for 72 hours (3 days).

- If a student in a homeroom group shows symptoms or tests positive for COVID-19 all class members that have had contact will be asked to remain home for 14 days before returning to school. On-line learning will be available to those students while home.
- If you have contact with someone infected outside of the school please read the following scenarios for guidance about the time required for quarantine and a safe return to school.
- On-line learning will be available to students as they remain home and are able to do school work.

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

- **Who needs to quarantine?**

Anyone who has been in close contact with someone who has COVID-19 whether this is a family member, teacher, or another student.

This includes who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.

- **What counts as close contact?**

You were within 6 feet of someone who has COVID-19 for at least 15 minutes

You provided care at home to someone who is sick with COVID-19

You had direct physical contact with the person (touched, hugged, or kissed them)

You shared eating or drinking utensils

They sneezed, coughed, or somehow got respiratory droplets on you

- **Steps to take**

Stay home and monitor your health

Stay home for 14 days after your last contact with a person who has COVID-19

Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19

If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19

- **When to start and end quarantine**

You should stay home for 14 days after your last contact with a person who has COVID-19.

For all of the following scenarios, even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus.

See scenarios below to determine when you can end quarantine and be around others.

Scenario 1: Close contact with someone who has COVID-19—will not have further close contact

I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., teacher, other student, co-worker, neighbor, or friend).

Your last day of quarantine is 14 days from the date you had close contact.

Date of last close contact with person who has COVID-19 + 14 days = end of quarantine

Scenario 2: Close contact with someone who has COVID-19—live with the person but can avoid further close contact

I live with someone who has COVID-19 (e.g., roommate, partner, family member), and that person is isolated by staying in a separate bedroom. I have had no close contact with the person since they isolated.

Your last day of quarantine is 14 days from when the person with COVID-19 began home isolation.

Date person with COVID-19 began home isolation + 14 days = end of quarantine

Scenario 3. Under quarantine and had additional close contact with someone who has COVID-19

I live with someone who has COVID-19 and started my 14-day quarantine period because we had close contact. What if I ended up having close contact with the person who is sick during my quarantine? What if another household member gets sick with COVID-19? Do I need to restart my quarantine?

Yes. You will have to restart your quarantine from the last day you had close contact with anyone in your house who has COVID-19. Any time a new household member gets sick with COVID-19 and you had close contact, you will need to restart your quarantine.

Date of additional close contact with person who has COVID-19 + 14 days = end of quarantine

Scenario 4: Live with someone who has COVID-19 and cannot avoid continued close contact

I live in a household where I cannot avoid close contact with the person who has COVID-19. I am providing direct care to the person who is sick, don't have a separate bedroom to isolate the person who is sick, or live in close quarters where I am unable to keep a physical distance of 6 feet.

You should avoid contact with others outside the home while the person is sick, and quarantine for 14 days after the person who has COVID-19 meets the criteria to end home isolation.

Date the person with COVID-19 ends home isolation + 14 days = end of quarantine
calendar: continued contact