

# *Oakland Avenue Charter School Covid-19 Response*

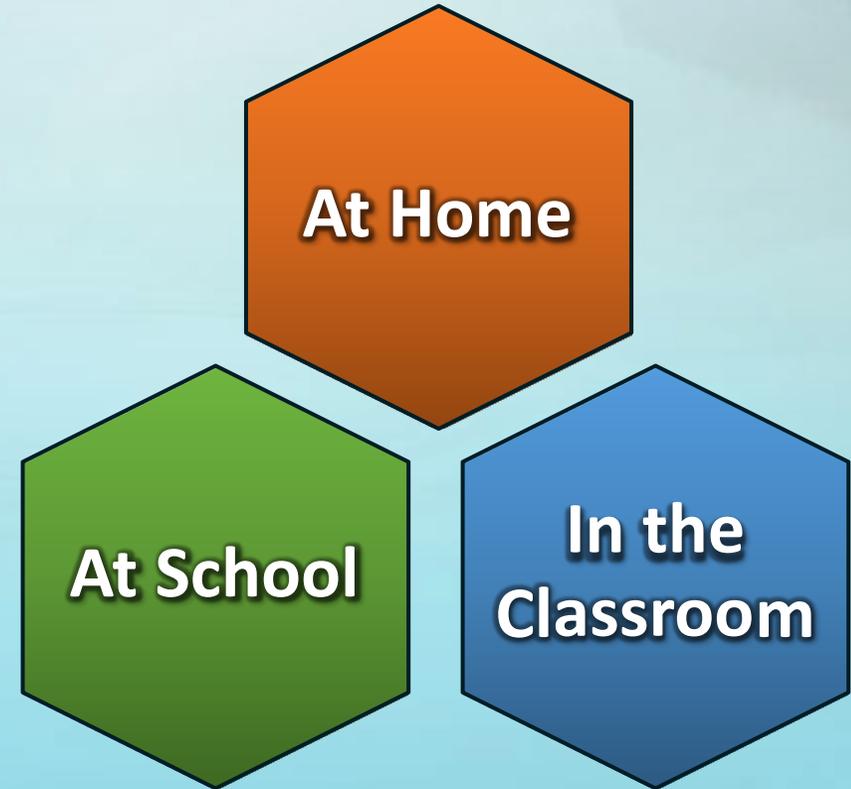
*Parent Information  
August 2020*

# Disclaimer

This manual contains general guidance to assist OACS families in understanding the school's plan to navigate health and safety considerations during the COVID-19 pandemic. These plans should not be considered all-inclusive, as procedures and protocols will continue to be monitored and updated, as necessary.

# Promoting Risk Reduction

OACS is committed to the promotion of a healthy and safe learning environment. We will follow established health and safety guidelines and encourage all students, staff, and families to do the same.



# General Preventative Measures

## Communication & Messaging

- Use of signage (banners, posters, signs, stickers, etc.) should be posted in highly visible locations to promote everyday protective measures and describe how to stop the spread of germs.
- Signage locations include:
  - Entrances
  - Common entry doors
  - Ends of hallways
  - Restrooms
  - Administrative offices
  - Cafeteria, front office, lobby, library and other high traffic areas
- Develop plans to include messages about behaviors that prevent spread of COVID-19 when communicating with staff and families on:
  - Website
  - Bloomz

## Personal Protective Equipment (PPE)

- All students, employees, visitors and vendors are required to wear masks/face coverings, unless medically exempt.
  - A mask/face covering shall not be required for persons who present school officials with a certification from a health care provider indicating that a medical accommodation is necessary and/or is detailed in an established health plan.
  - To promote the social and emotional health of students who may struggle wearing a mask/face covering for several hours, schools will provide students with opportunities for breaks where they can remove their mask/face covering while maintaining appropriate social distancing and while under supervision.
- Parents will be asked to supply their children with their own mask/face coverings. However, if a child needs a covering, a disposable one will be provided.
- Masks/face coverings must be school appropriate (must not contain questionable language or symbols).
  - Parents should regularly clean and sanitize all reusable cloth face coverings.
- Individuals should be frequently reminded not to touch the mask/face covering and to wash their hands frequently.

# General Preventative Measures

## Physical Distancing

- Students and staff will work to physically distance to the greatest extent possible (recommended 6 feet).
- Physical distancing combined with mask wearing can help slow the spread of COVID-19.
- Encourage alternate means of greeting expressions to assist with physical distancing and maintain separation (i.e. minimize gestures that promote close contact).
  - Discourage shaking hands, fist or elbow bumps and hugging. Instead wave and verbally greet them.
  - Limit visitors and activities involving external groups or organizations.
- Provide frequent reminders to staff and students to maintain the maximum distance allowable and appropriate.
- Provide social distancing floor/seating markings in waiting and reception areas.
- Post directional reminders on some floors and/or walls to manage traffic flow during transitions.
- Post district approved signage in highly visible locations to promote everyday protective measures.
- Have staff monitor arrival/dismissal to discourage congregating and ensure that students go straight from vehicle to classrooms or cohort waiting areas.
- Continue to reflect on ways to arrange desks/classroom furniture/seating that provides the maximum distance possible while still offering classroom furniture access to all students attending face to face.
- Make internal adjustments to student dismissal processes as needed.

# General Preventative Measures

## Hygiene Protocols

- Students will be taught and receive reinforcement about the importance of handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence.
- Scheduled handwashing or sanitizing will occur regularly.
- Students (and staff) will be encouraged to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
  - If soap and water are not readily available, approved hand sanitizer can be used.
- Reminders will be provided about the importance of keeping unwashed hands away from your eyes, nose, and mouth.

## Health Monitoring/Screening

- School will monitor federal, state, and local public health communications about COVID-19 regulations, guidance, and recommendations and ensure that staff and students have access to that information.
- A school nurse (RN) has been hired for the 2020-2021 school year to oversee the clinic.
  - The nurse will be responsible for responding to Covid-19 concerns.
  - OACS community will be provided with a process for contacting the school nurse.
- Staff will conduct periodic temperature screening and/or or symptom checking of staff and students. Health checks and screenings will be conducted safely and respectfully, and in accordance with current district policies.
- Staff and students with COVID-19 symptoms will immediately be taken to the designated area.
- All members of the OACS community (students and staff) will be required to self-screen prior to coming onsite. OACS community should not attempt to enter the school if any the following is present:
  - ✓ **Symptoms** of COVID-19.
  - ✓ Fever equal to or higher than 100.4 F
  - ✓ Are under evaluation for COVID-19 (for example, waiting for the results of a viral test to confirm infection).
  - ✓ Have been diagnosed with COVID-19 and not yet cleared to discontinue isolation.

# General Preventative Measures

## Cleaning Protocols

- Facility Services will use disinfectants to clean campus and will increase routine cleaning and disinfection of frequently touched surfaces at school facilities.
- Facility Services will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning and do thorough cleaning/disinfecting once students leave for the day.
- Use of shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, or cleaned between use.

## Absenteeism

- Administration will review for usual absenteeism patterns at your school among both students and staff.
- Local health officials will be contacted for guidance about large increases in student and staff absenteeism, particularly if absences appear due to respiratory illnesses (like the common cold or the “flu,” which have symptoms similar to COVID-19).
- Students and staff will be expected to stay home when sick, even without documentation from doctors.
- Elimination of perfect attendance awards and incentives

# School Operations

## Arrival/Dismissal

- Parents/families will be expected to perform temperature checks on students prior to school arrival.
- Scheduled handwashing or sanitizing regularly and upon arrival and departure.
- Staff will control entry points, oversee physical distancing and routinely reinforce proper hygiene etiquette.
- Signage that reinforces health and safety protocols will be strategically placed around campus.
- Students are required to wear masks/face coverings during arrival and dismissal.
- Parents and nonessential visitors/volunteers will not be allowed to enter the school past the main office to limit exposure to students, staff and teachers.
- Parents/families will not be permitted to exit vehicle during arrival and/or dismissal unless it is medically necessary and a certified physician's note and health plan are on file.
- Students will be dismissed in an orderly fashion.
- Adjustments to internal dismissal processes will be made to reduce interaction with other students on campus.
- Students will be monitored to ensure proper social distancing is maintained before and after school.
- Additional entry points will be created for students to enter onto gated campus to reduce likelihood of crowding.

# School Operations

## Classrooms

- All students are required to wear masks/face coverings.
- Staff working with students are required to wear face masks/face coverings or use protective barriers.
- Classrooms will be equipped with hand hygiene products (e.g., hand sanitizer, soap, tissues, and disinfection products).
- Teachers will evaluate classroom furniture to remove non-essential furniture to create the maximum physical space possible.
- Teachers will continually evaluate seating options to design a layout that promotes the maximum physical distance possible while maintaining ability to operate a classroom focused on learning.
- Protective barriers are in limited quantity and will be distributed to provide the maximum benefit of the entire school. Teachers, with guidance from administration, will evaluate options that support their ability to operate their classroom to support their content and delivery methodologies. Students will be expected to participate in small group instruction and collaboration. Protocols will continue to evolve as new and efficient methods to maximize physical distance are discovered.

# School Operations

## Administrative Offices

- Physical barriers will be installed in front reception areas.
- Hand hygiene stations will be set up at the entrance of the facility, so that children and visitors can clean their hands before they enter.
- Hand sanitizer will be placed (for staff and older children who can safely use hand sanitizer) next to parent sign-in sheets.
- For parent sign in/out, there will be a supply of clean pens available as well as a receptacle for used pens, marked accordingly. The used pens will be disinfected periodically throughout the day.

## Transitions Between Classes

- Students will be required to wear masks/face coverings.
- Strategically placed signage will offer reminders to maintain physical distance (6' apart).
- Class periods will be staggered by cohorts for movement between classrooms, if students must move between classrooms, to limit the number of students in the hallway when changing classrooms.
- Commonly touched surfaces (e.g., door handles, light switches, railings, etc.) will be frequently disinfected.

# School Operations

## Common Areas – Restrooms

- Custodians will check common areas and group restrooms throughout the day to ensure supplies are replenished, conduct touch-point cleaning (faucets, toilets, doorknobs, light switches, etc.) and do thorough cleaning/disinfecting once students leave for the day.
- Use signage to reinforce physical distance (6' apart) in lines and other times.
- Limitations on the number of individuals that will be allowed in a restroom at one time will be based on the number of stalls or urinals.

## Common Areas - Playgrounds/Recess

- Staggered playground /recess area use schedules will be created to limit the number of students that play together. A cohort group will be created to support greater reduction in interactions while at school.
- Cleaning protocols will be created to reinforce regular cleaning of equipment.
- Mask/face covering will be expected when a student cannot maintain 6' of physical distance. Because students will be offered a break from wearing masks/face coverings, emphasis on physical distance will be continually reinforced.
- Hand washing will be required before and after use of playground. Portable washing stations have been ordered but are on back order. These stations will be put into use upon arrival.

# School Operations

## Emergency Drills & Emergency Situations

- OACS will adhere to legally required emergency drill protocols and schedules.
- Physical distancing will be followed whenever practical.
- Mask/face coverings will be required.
- In the event of an actual emergency, staff will take all necessary steps to protect students from the threat without regard for physical distancing. The immediate danger posed by emergency threats (fire, weather, active assailant,) far outweighs the risk of COVID-19 exposure.

## Specials

- Adjustments will be made to specials schedules to reduce movement and interactions for the first few weeks of school. Consideration for duration of these adjustments will continue to occur and evolve.
- If we return to movement to specials classrooms, these classrooms will follow other classroom protocols.
- While outside, students and staff are required to wear face masks/coverings if not participating in high intensity activities. Limitations will be placed on high intensity activities that occur indoors so that masks/coverings can be used.
- PE will look for opportunities to create mask/covering breaks with consideration for ability to remain physically distant.
- Use of shared objects will be limited and/or sanitized.

# School Operations

## OACS Operated After School Clubs

- Evaluation of the feasibility of conducting afterschool clubs will be ongoing. If clubs are offered, alignment with school operations protocols will be established and reinforced.

## Special Events

- OACS will suspend on campus special events until further notice.

## Discover After Care

- As an independent contractor, Discover will create their own protocols for operation. Parental choice is at the core of enrollment in this program. Therefore, those enrolled will be expected to understand Discover may not be able to replicate OACS protocols in order to meet their objectives and operate their programs.
- In the interest of maximum alignment with OACS, we will provide guidance to Discover regarding policies that support such.

# School Operations

## OACS Staff/Essential Volunteer Expectations

- Employees will be required to conduct daily self health checks to ensure they are not experiencing identified Covid-19 symptoms. Staff will be expected to report concerns to Principal/Designee.
- All staff will be required to wear masks/face shields and/or use protective barriers.

## Contractors and Vendors

- Vendors shall wipe down high touch point surfaces with disinfecting wipes before leaving the work area.
- This may include, but is not limited to, computer equipment, doorknobs, light switches, etc. If this is not possible, the contractor or vendor shall work with facility services staff to develop a plan to clean the area.

# Covid-19 Case Management

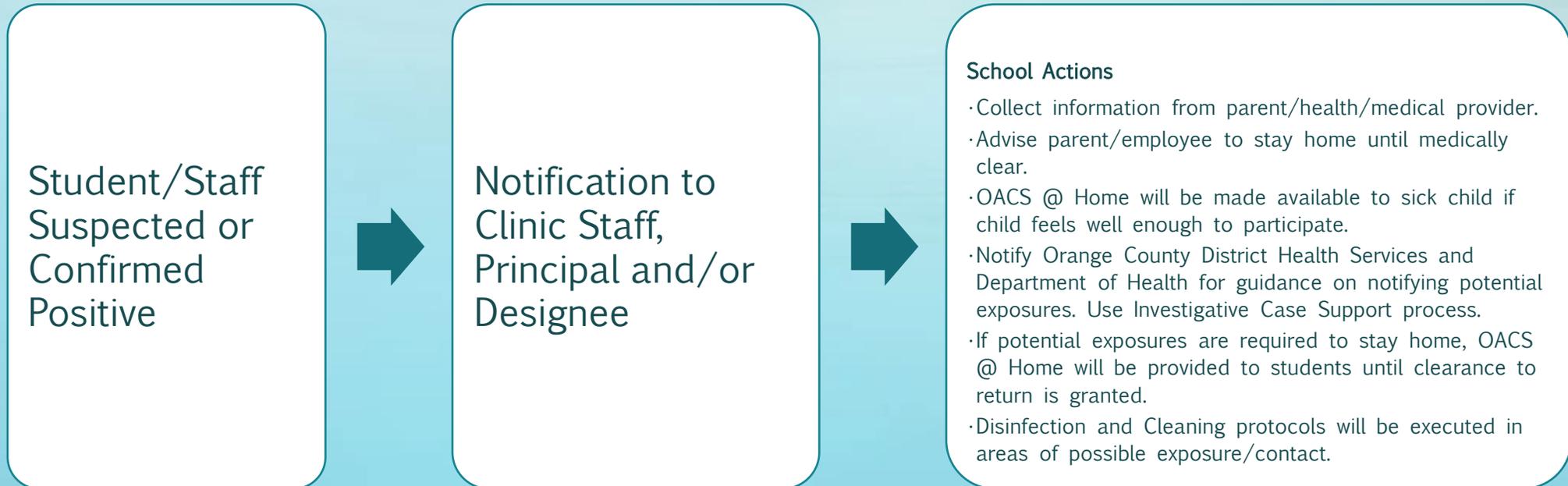
## School Clinic

- OACS will hire a registered nurse for the 2020-2021 school year to help identified health clinic assistant to oversee the clinic.
- Clinic staff will be equipped with:
  - Daily access to PPE (i.e., gloves, masks, etc.)
  - No-touch infrared thermometer
  - Direct access to a sink
- Clinic will adhere to physical distancing to the extent possible within the space available. Protocols will be put into place to separate sick from well visitors to the school clinic.
- Parents will be notified to pick up their child immediately if they show any signs of illness. If a child is not picked up immediately, clinic staff and/or administration will call 911 Emergency Medical Services (EMS) and notify the proper authorities, as necessary. Denial of EMS transport can only occur when a parent is present. If a denial of EMS occurs, the parent will be required to sign the child out of school and take them home.
- Clinic will be routinely cleaned and disinfected.
- If a child becomes ill at the end of the day, and is unable to return to class, he/she will not be placed on any bus and/or sent to after care programs of any kind. A parent will be contacted to pick up child immediately.
- OACS will utilize special considerations for medically fragile and/or emotionally disabled students as necessary.

# Covid-19 Case Management

## Reporting Process

- OACS will follow a process for reporting when a student and/or employee meets the Covid-19 guidelines issued by the CDC (Center for Disease Control)



# Covid-19 Case Management

## Individual Showing Symptoms

- Individual is moved to isolation room and monitored/screened.
- If needed, individual may be moved to isolated location to be monitored/screened.
- Individuals will be asked to seek medical assistance.

## Individual Suspected/Confirmed Positive

- Identify
  - Students and staff with direct contact and secondary exposure;
  - Areas of buildings traveled;
  - Whether other students/staff reside with suspected/confirmed positive case.
- Collaborate with Florida Department of Health (FDOH) on Investigation.
- Follow FDOH on guidance regarding notification of possible exposure or other needed community notifications.

# Continued Learning Options for Suspected/Confirmed Positive Cases

- Identified students that are required to self isolate/quarantine will be offered OACS @ Home learning access until they are medically cleared to return to the building.
- The school will contact those impacted by a self isolation and/or quarantine at the earliest time possible.
- Accommodation will be considered and offered regarding device access to the greatest extent possible.
- If devices are not available due to extensive need, the school will employ alternative methods to deliver content such as paper packets.

# Closure Considerations

- OACS Administration will coordinate with Orange County Public Schools , Florida Department of Education and /or Health Department officials regarding school closure.
- Ongoing communication will be provided through Bloomz.

# References

\*Parts of this document was developed in direct reference to Orange County Public School Health Manual August 2020

August 5, 2020