School for Community Learning
COVID-19 Health and Safety Measures

The following document lists the procedures School for Community Learning will put in place for the 2020-2021 school year in response to the COVID-19 pandemic.

This document will be posted on the School for Community Learning website. It will likely change over time in response to guidance provided by the Center for Disease Control (CDC), Marion County Public Health Department (MCPHD) and Indiana Department of Education (IDOE). All updates will be highlighted with the date they were made. Our intent 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, virtual/home 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-Thursday. Friday will be a home/virtual school day and students will have assignments to complete each Friday. Students will only be with their grade level group throughout the entire school day, including at recess time. This allows students to “pod” in groups of no more than 12 students in grades K-5. In grades 6-8, students will spend most of their day in small groups less than 12. All activities that middle school students do as a whole group will include proper distancing in their classroom or outside. Each “pod” will have regular contact with 2 teachers only.
Full time remote learning 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 at-home learning 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

- SCL 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, SCL 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 property.
- 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 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
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- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

The Indiana state website (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 tests 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 waiting staff and 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.

**HOW OUR SCHOOL SAFETY MEASURES SUPPORT MAINTAINING HEALTH**

**Social Distancing**
- Students will only be with their grade level group throughout the entire school day, including at recess time. This allows students to “pod” in groups no more than 12 in grades K-5. In grades 6-8, students will spend most of their day in small groups less than 12. All activities that middle school students do as a whole group will include proper distancing in their classroom or outside. Each “pod” will have regular contact with 2 teachers only.
- Buddies and whole-school Passions classes are suspended until further notice. Individual or group Passions will be given time within the classroom.
- At drop off and pick up, grade levels will enter and exit through separate doors.
- Adults will not be allowed in the building at drop off/pick up and we ask that adults socially distance as they drop off their child(ren).
- Grade level groups will be distanced at recess and spread out throughout our outdoor campus. The playground equipment will be off limits until further notice. We will supply equipment to support games and play.
- Student desks will be spaced to allow for maximum distancing, and will all face one direction. Students will have assigned seats.
- Outdoor learning spaces will be utilized as much as possible, for all subjects and times of the day.
- Students will be instructed in their classroom only, with the exception of indoor PE in the Social Hall where they can properly distance. Middle School will split their time between the Middle School building and the Social Hall.
- If students or staff are required to transition between buildings a mask will be required for this transition.

**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 ancillary staff, students and teachers.

**EXCEPTIONS:**
1. Any staff or student with health conditions that makes the wearing of a face covering a risk to their health.
2. When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
3. Any student who is unable to remove a face covering on their own.
4. When the wearing of a face covering or mask by a teacher may impede the student’s learning, face shields should be used.

SCL will provide a cloth mask and face shield for every child at school. We ask that families also be prepared to supply their own mask so that students have at least two (in case one is left at home, etc.). If your child is not used to wearing a mask, we ask that you practice this with them over the summer so that they feel comfortable with this.

Students will not be required to wear a mask/face shield while outside as long as the group is practicing appropriate distancing.

Children must wear their mask as they enter the school building. Students will wear their mask until they arrive at their seat.

While sitting in their seats, students may not need to wear their mask/face shield depending on their age and that their desks are appropriately distanced.

**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 buildings 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.
- Classroom windows will be kept open and fans may be used to increase classroom fresh air flow as much as possible.
Classroom Materials
- Materials transferred between home and school will be kept to a minimum.
- Any group materials, or materials that would be used by more than one student at a time, 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 like books 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 bin that will contain all of their supplies, folders, notebooks, personal hand sanitizer etc. Books that they are reading will also stay in these bins.
- Art supplies will be divided and not shared in a classroom.

School Visitors
- School and classroom visitors will be limited/eliminated as much as possible. Visitors will be allowed only if absolutely essential.
- Records will be kept to document anyone entering the building that is not students or staff, including their reason for entering and the locations in the building(s) to which they travelled.

School Lunch, Snacks and Celebrations
- Second Helpings will provide individually wrapped sandwiches on Tuesdays and Thursdays to replace the hot lunch option.
- Classroom party items will be commercially prepared and prepackaged.
- Lunch will continue to take place in classrooms, or outside when the weather warrants.

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

Below are information and scenarios to make clear when and how we will move forward if we have a teacher, student, or staff member 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 School for Community Learning 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, student, or staff member has a fever they must remain home until they are fever free, without medication, for 72 hours (3 days).

If a teacher, student, or staff member in a classroom 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