



THE ACADEMY

Return to School Plan

2020-2021

The Academy will open for the 2020-2021 academic school year on August 17. Following the Phase Guidance for Virginia Schools, the school will operate on a schedule five days a week and will abide by the Phase III programmatic recommendations and the health, safety, and social distancing recommendations. The Academy recognizes that this plan must include a structure for fully implementing remote learning if mandatory school closure is required.

RESOURCES

Phase Guidance for Virginia Schools Recover, Redesign, Restart 2020, American Academy of Pediatrics, Virginia Department of Health and Virginia Department of Education.

- I. Planning to Reopen
 - A. Establish a COVID-19 team within the School facility:
 1. Members of the COVID-19 Planning team:
 - Frank Rogan Chief Operating Officer
 - Brian Wikle Finance Manager
 - Tina Kitchens Head of The School
 - Beth Ruffing Coach of the School
 - Leeandrea Oliver (Teacher)
 - Bethany Ward (Teacher)
 - Ann Spring (Teacher)
 - B. Contact information and procedures for reaching the local health department:
 1. Virginia Department of Health: Hope White, the Epidemiologist with the Roanoke City will be contacted to report any suspected cases of COVID-19 at 540-283-5032 or 540-494-122 or hope.white@vdh.virginia.gov by notifying Tina Kitchens, Head of The School.
 - C. Health and absenteeism monitoring:

1. Staff Screening: The Academy employees (staff, coach and volunteers) are required to have temperatures checked and self-screen for symptoms of COVID-19 with filling out a screening questions before reporting in the classroom each day.
2. Student Screening: All students will have temperature checks upon arrival.
3. Absenteeism: School administrators will designate school personnel to monitor student and staff absences. Parents will be asked to communicate with the school to report absences the day of.

D. Communications strategies:

1. Orientation and training for staff and students specific to new COVID-19 mitigations strategies:
 - A. New policies, practices, and procedures will be communicated with staff, parents and students. Policies, practices and procedures will be communicated through e-mails, and/or letters this will ensure that parents and students receive information on COVID-19 mitigation strategies.
 - B. The following topics will be included in the training:
 - Signs and Symptoms of COVID-19 and how it spreads
 - Cough and Sneeze etiquette
 - Hand hygiene practices
 - Physical distancing
 - Use of cloth face coverings
 - Daily health screenings procedures
 - Procedures to follow if staff, students or volunteers are feeling ill

E. Participation in community response efforts:

1. The Academy will maintain open communication with the local Health Department.

F. Prepare your student health services:

The Academy will have access to the following materials:

- Disinfectant wipes or spray
- Latex-free gloves
- Disposable masks
- Materials for marking social distancing areas
- Thermometer

II. Promoting behaviors that reduce the spread of COVID-19

- A. Maintain adequate supplies to promote healthy hygiene:
 - 1. Restrooms facility will be scheduled for cleaning and disinfecting frequently.
 - 2. Soap/sanitizer and paper towels will be available in all rooms. This will be a requirement at the beginning of the day and throughout.
- B. Provide signs and messaging to promote healthy hygiene:
 - 1. The Academy will ensure that age-appropriate CDC signs and messaging are posted throughout the school with the following:
 - General Prevention Messaging
 - Hand hygiene and respiratory etiquette
 - Use of cloth face coverings (employees)
 - Staying home when sick
- C. Promote physical distancing:
 - 1. Modify layouts of shared spaces to ensure social distancing is maintained
 - 2. Students will eat in the classrooms

III. Maintaining Healthy Environments

- A. Daily health screening of staff and students:
 - 1. All students will have temperature checks upon arrival.
 - 2. All staff will have temperature checks upon arrival and answer the screening questions.
- B. Hygiene Practices:
 - 1. Cleaning and disinfections protocols
 - 2. Staff will perform all cleaning and disinfecting throughout the day
 - 3. The Academy will be sanitized each weekend.
 - 4. Provide additional hand sanitizer throughout the school.

5. Soap and paper towels will be available throughout the building.
- C. Ensure ventilation systems operate properly and increase the circulation of outdoor air as much as possible:
1. Maintenance personnel will check all airflow systems and air handlers.
 2. All windows will be open throughout the day with weather permitting.
- D. Ensure that water fountains will be closed.
1. Will have water bottles with names for each child that is sanitized daily.

IV. Maintaining Healthy Operations

- A. Implement protections for staff and students at higher risk for severe illness from COVID-19:
- Cloth face coverings will be made available to staff
 - Staff are required to wear cloth face coverings when social distancing guidelines cannot be met.
- B. Align plans for gatherings, field trips, and volunteer restrictions consistent with an Executive Order in place:
1. All gatherings must adhere to the limits of the current Executive Order.
 2. Field trips will not be allowed.
 3. Non-essential volunteers and visitors will not be minimized at the school.
 4. Implement sick leave policies and practices that enable faculty, staff, and students to stay home or self-isolate when they are sick or have been exposed:
 5. Staff will be required to stay at home if they are sick, showing signs of illness, or have been exposed to COVID-19.
 6. Students will be required to stay home if they are sick or have been exposed to COVID-19.
 7. Train back-up staff to ensure continuity of operations.

8. The Head of The School will ensure that adequate staff are trained on policies, practices and procedures.

V. Preparing for When Someone Gets Sick

A. Separate and isolate those who present with symptoms:

1. Students or staff who arrive at the school and report feeling ill or who are displaying COVID-19 symptoms will immediately be relocated to a designated isolation area while their emergency contact is called. The student or staff member with signs of illness or COVID-19 symptoms will not be permitted to remain on school premises.
2. Procedures for students or Staff with COVID-19 Symptoms:
 - Isolate symptomatic students/staff as soon as possible, away from other staff and students.
 - Have the symptomatic person do a face covering or mask and sit in a separate area until picked up.
 - Implement cleaning and disinfections procedures of the area used by the sick individuals.

VI. Planning to close if necessary, due to severe conditions

- A. All decisions about school closures or a reduction of in-person classes will be made in consultation with the local health department officials.

*For questions or comments, please contact the Head of School, Tina Kitchens at
Tina@theacademyatbelle.org*