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2020 – 2021 School Year

COVID – 19 Pandemic

Reopening Plan

# **Introduction**

This plan had been created to guide the safe continuation of Hope Academy High School’s mission to its students and families of central Indiana while under the impact of COVID-19 pandemic conditions. The conditions of this current pandemic continue to evolve, and this plan is based on guidance from the Centers for Disease Control and Prevention (CDC), the Indiana Department of Education, and specifically the Marion County Public Health Department. Modifications and changes that affect these guidelines will be communicated as the guidance evolves.

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# **Academy High School’s Guiding Principles**

1. **Safety for All**

Ensure a safe learning and working environment for students, teachers, staff, and families by promoting healthy and respectful behaviors.

1. **In-School and In-Person**

Encourage in-school and in-person learning experiences for all students as allowable by state and local guidelines.

1. **Continuous Mission and Learning**

Care for each student’s success by providing a continuous mission and engaging curriculum when in-school or in-person learning is interrupted, and conditions require either individuals or the community to stay home.

1. **Support the Plan**

Provide training, time, and the support necessary for all members of Hope Academy High School to prepare for the successful reopening of its campus.

# **Guiding Principle # 1: Safety for All**

## Health Assessment

* 1. Complete Self-Screening before entering the building
	2. Health Screening: Symptoms check upon entry
		1. Every Monday upon entering the building someone will check your temperature and ask you various questions related to COVID-19 symptoms of illness. Students and may also have temperature checks and/or Covid-19 questions on other days as indicated by the school and/or local data.
		2. Any visitor allowed in the building will have their temperature taken and be required to answer Covid-19 screening questions.
		3. The symptoms of concern:

Fever of 100.4 and higher and/or a new onset of multiple symptoms (two or more of the following):

chills, cough, shortness of breath, fatigue, body aches, headache, loss of taste or smell, sore throat, congestion, nausea or vomiting, diarrhea.

* 1. A student or worker who has tested positive for COVID-19 or is experiencing a new onset of multiple symptoms of concern should not attend school. (*More on symptoms and guidelines are addressed below*)
	2. A student or worker who calls into school administration to report an absence due to illness may be asked additional questions to inquire about COVID-19 symptoms.
	3. Hope Academy has a separate waiting room that is designated for quarantine should a student become ill while in school and need to wait for transportation. That room will be disinfected after each use.
	4. Persons exposed directly to someone who has been tested as positive should quarantine, seek out a COVID test, obtain and provide test results to the school. Please refer to the section on symptom onset for more information on what to do if you have symptoms and/or a test positive.

## Facial Coverings

1. Effective July 27, 2020 and continuing until rescinded or modified by executive order, all students in grades 3-12 regardless of age, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors are required to wear a face covering or a face shield while physically present in any building, facility or grounds at all times unless otherwise exempted by law.
2. All persons (students/teachers/staff/visitors/service personnel) must wear facial coverings or face shields that cover both the nose and mouth. Students will be provided with a cloth face mask to wear during the day, will leave it in the provided laundry bin on their way out, and the masks will be washed and ready for the following day. (Students may bring their own mask provided it is appropriate for school and follows dress code guidelines.) Visitors who enter the building will be provided a disposable face mask which they will wear at all times.
3. All students regardless of age or grade, all faculty, all staff, all vendors, all contractors, all volunteers, and all visitors are required to wear a face covering or a face shield while on a school bus or other-sponsored mode of transportation unless otherwise exempted by law.
4. Facial coverings or face shields may be taken off in the classroom or place of instruction if students and staff can maintain six feet of social distancing form one another at all times. If the classroom or place of instruction cannot maintain six feet of social distancing, the instructor is permitted to remove the face covering or face shield if he or she can maintain six feet of social distancing.
5. Students may wear their own face mask, as long as it is appropriate and does not present a disruption. It must meet the same guidelines as outlined in our student handbook with regards to dress code.
6. Exceptions for face coverings or face shields include the following:
	1. During recess periods provided social distancing can be maintained;
	2. If engaging in strenuous physical activity or if social distancing can be achieved and maintained when not engaging in strenuous activity;
	3. While eating or drinking;
	4. Faculty and staff may remove his or her face covering or face shield, other than to prepare food or meals, if she/he can maintain six feet of social distance;
	5. Any person with a medical condition, mental health conditions, or disability may not wear a face covering or face shield;
	6. Any person who is deaf or hard of hearing, or communicating with a person who is deaf or hard of hearing, where the ability to see the mouth is essential for communication;
	7. Any person who is in a swimming pool and who can maintain six feet of social distancing.

## Social Distancing

1. Students will be seated 3-6 feet apart and facing in one direction to facilitate social distancing when feasible.
2. Classrooms will eliminate the use of pods or table style seating as much as possible.
3. Arrange for the teacher to maintain a 3-6-foot distance from students; if not, face covering is required.
4. Passing periods will be extended or staggered where feasible.
5. In large areas such as cafeterias, auditoriums, and gymnasiums caution will be used to allow social distancing of at least 6-feet between people with special emphasis on reducing crowding in the space while entering or exiting when feasible.
6. For areas of the school where lines may regularly develop such as the front office or bookstore, the building administrative staff will mark off designations for places to stand to provide a visual cue for social distancing.
7. Water Fountains will be closed. Students will be allowed to bring a water bottle to school.
8. Dividers may be used when social distancing is not possible.
9. Any person moving about the building must wear a facial covering and maintain appropriate distance to avoid touching another person’s clothing, possessions, or body.
10. Any person sitting and not moving about in the building should be at an appropriate distance to prevent any transfer of germs.

## Enhanced Cleaning and Disinfecting Procedures

General Guidance

Increase the frequency of cleaning and disinfecting, focusing on high-touch surfaces, such as front offices, restrooms, exercise rooms, media center tables, cafeteria tables, handrails, faucets, doorknobs, and any regularly shared items. Frequency of cleaning and disinfecting with attention to these areas helps remove bacteria and viruses, including the novel coronavirus. There will be ongoing cleaning of high touch student areas throughout the day in alignment with public health recommendations.

Hand Cleaning

1. Wash hands often with soap and warm water for at least 20 seconds.
2. If soap and warm water are not readily available, use an alcohol-based hand sanitizer that contains at least 60% alcohol
3. Hands are to be cleaned / sanitized each time a person enters or leaves an occupied space.
	1. Each classroom will have a hand sanitizer dispenser at the classroom door.
	2. Cafeteria will have a hand sanitizer station
	3. All office areas and the afterschool area will have hand sanitizer and wipes available.
4. Hands are to be cleaned before and after the consumption of food.
	1. Options include hand cleaner dispensers or hand soap located in the bathrooms.

Cleaning

1. Classrooms will be cleaned multiple times throughout the day.
	1. Students will be provided sanitizing wipes to clean the chair, table and classroom resources that will be used.
	2. All active touch points will be cleaned throughout the day with certified and safe disinfectant.
	3. All other surfaces that are not considered touch points but have been part of a contained shared space will be cleaned before the beginning of each school day.
2. Lunch area
	1. Student, teacher, staff, and personnel touch points would include tabletops, chairs, trash cans, counter tops, microwaves, vending machines, light switches, and light switches.
	2. All active touch points will be cleaned with a certified and food safe disinfectant cleaner before each new use.
	3. All other surfaces that are not considered touch points but have been part of a contained shared space will be cleaned before the beginning of each school day.
3. Halls and lockers
	1. Individual student lockers should only be touched by the registered student occupant. Students should not share lockers.
	2. Lockers, carpet, light switches, doorknobs and the water bottle fill stations will be cleaned before the beginning of each day.
	3. Students will only be able to access water through vending machine purchase or personal water containers. A bottle fill station can be used by students during the day, but the user should clean their hands immediately after using the bottle fill station.
	4. Passing period times will allow for students to practice both patience and distancing while getting and leaving supplies in their personal student lockers.
	5. Locker assignment will allow for ample space between students to provide for social distancing while retrieving or returning supplies.
4. School bus
	1. Students will be spaced apart as much as is feasible.
	2. Buses will open windows for cross ventilation as weather permits and consider alternate routes to reduce duration of trips where possible.
	3. In the event that a confirmed COVID-19 case is determined and that person was on a bus it will be taken out of service until disinfected.
	4. For students riding a Miller Transportation bus, seats will be assigned, with students who are first on the bus moving to the back so that new students boarding the bus do not pass by students already on the bus. The final student to board the bus in will be at the front of the bus. Students will exit the bus in the reverse order that they boarded the bus, so that students do not have to pass by each other. There will be 2 seats between each student, to allow for social distancing. Students must wear a facial mask getting on and off the bus.
	5. For students riding the Hope Academy bus, everyone is required to wear a mask at all times. Students will have a seating chart. Students who are first on the bus moving to the back so that new students boarding the bus do not pass by students already on the bus. The final student to board the bus in will be at the front of the bus. Students will exit the bus in the reverse order that they boarded the bus, so that students do not have to pass by each other.

Enhanced Cleaning after a Confirmed Case of COVID-19

This protocol is for cleaning and disinfection of areas where a person with COVID-19 spent time in Hope Academy spaces. It is applied from 48 hours prior to the onset of symptoms until seven days have passed since the person was present in a Hope Academy space.  After notification of a person with confirmed COVID-19 on Hope Academy campus, if possible, wait 24 hours after the ill person was present in a space prior to beginning cleaning and disinfection. Buildings and/or specific rooms and areas where a COVID-19 positive person spent time will be assessed on a case-by-case basis under the guidance of the local Public Health Department. The cleaning scope will be implemented based on the risk of potential contamination as determined by the local Public Health Department and in coordination with the impacted school building.

## Contact Tracing

It will important to local health officials that records are kept concerning the location of students, the rooms they occupy, who they are in close contact with (sitting next to, locker location, who they ride to school with, who they eat with) for purpose of contact tracing. Many of our new procedures are designed to support contact tracing should a confirmed case occur. A student or teacher who tests positive for COVID-19 could infect others around them before they are aware of their condition. Tracing their path and potential contacts with other people is important in the prevention of further viral transmissions. Students will have assigned seating on the bus, in the classroom and in the cafeteria.

## Symptom Onset and/or A Positive Case of COVID-19 infection

Anyone testing positive for COVID-19 or experiencing an onset of multiple symptoms during the school year must report that to the administration of Hope Academy.

Schools and local health departments are encouraged to keep schools open and operating as much as possible. If someone experiences symptoms or has been tested and is positive for COVID-19, that student or staff member and potentially those in recent close contact may be required to stay home for several days for purpose of health assessment and contact tracing.

The following should be considered concerning COVID symptoms:

1. Untested and Symptomatic

Persons who have not received a test proving or disproving the presence of COVID-19 but is experiencing a new onset of multiple related symptoms will need to self-quarantine until the following three 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 in past three days (for example, when your cough and nausea have improved); and
* At least 10 calendar days have passed since your symptoms first appeared.
1. 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 for 72 hours (without the use 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.
1. Tested Positive- Asymptomatic

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone ten calendar days past their test without symptoms and have been preferably released by a healthcare provider.
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1. Not Tested with Alternative Explanations - Symptomatic (strep, influenza, etc. as determined by a provider) may return to school after 24 hours resolution of fever AND note (including email and fax) from provider stating the individual has an alternate diagnosis and the provider believes it is appropriate for the patient to return to school.
2. Tested and Negative – Symptomatic

If no alternative explanation, isolate for at least 10 days from the first day symptoms appeared AND 72 hours fever-free without use of fever reducing medications and with improvement of respiratory symptoms. The test may have been a false negative. The individual can return to school if tested negative AND with a note from the provider stating they believe the patient to have an alternate diagnosis and it is appropriate for the patient to return from school.

1. Tested and Negative – Asymptomatic

May proceed with attending school. EXCEPTION: A known close contact (within 6 ft of a confirmed case for more than 15 minutes) must complete a 14-day quarantine, even if test results are negative for COVID-19

1. Close Contact – Asymptomatic (within 6 ft for more than 15 minutes of someone with confirmed COVID 19 and has no symptoms)

Quarantine for 14 days before returning to school. Must remain symptom free. If individual develops symptoms, then refer to the symptomatic scenarios.

Tested Positive- Impact on School Operations

Hope Academy will work with our local health department in following the CDC guidance. It is reasonable to think that normal school functions will be cancelled for several days to allow for deep cleaning, communications, and contact tracing.

# **Guiding Principle #2: In-School and In-Person**

## School Day

It is the desire for all students and teachers to engage in the spirit of fellowship and community. Both social and emotional well-being requires an environment that allows for in-person relationships to thrive through human interactions. To be able to interact, serve, engage, and respect each other’s needs is best served in- person. Many changes will need to be made to allow for all students to experience this positive culture of Hope Academy in-person. Changes are listed below:

## Three types of School Days:

It is anticipated that the following types of school days could be used at any given time during the year. Hope will do what it can to help prevent the spread of viral infections from person to person. This prevention may require Hope Academy to implement a change in the delivery of our continuous learning plan. The administration is confident that students and teachers can effectively rely upon each of the following given the situational requirements. Individual students and/or teachers may need to stay home due to health reasons and therefore may need to employ one of the following while the majority experience in-person traditional school.

### In-School and In-person

This is the desired traditional school day where students are in attendance according to a printed schedule. Non-traditional safety protocols are in place to prevent the spread of viral contagions from passing from person to person.

###  Live Online

This is in place to allow students to have 2-way visual and audio access to the teacher’s instruction. This digital platform is accessible by mobile devices and therefore students and teachers may progress through the curriculum together without being in an in-person environment. This learning plan does follow a specific daytime schedule.

###  eLearning

This is available for situations in which both students and teachers continue a learning plan that is not dependent on a live video or audio instruction. Students and teachers can actively communicate via a digital platform. This does not require a specific schedule related to day-time hours

### Additional Information regarding the School Day

Student Handbook:

All guidelines, rules, and expectations as outlined in the 2020-2021 handbook will apply unless noted otherwise. This includes normal in-school dress guidelines with the addition of a facial covering that is not visually distracting to others.

Year Calendar:

The major dates associated with the school year are intended to stay the same. Any changes in major dates (start of the year, end of the year, vacations, graduation, end of quarters, finals) will be due to unforeseen conditions caused by COVID-19 protocols.

Four eLearning days have been added to the calendar for this year to practice in the event that we have to switch to the Live Online or eLearning option anytime during the year. These days will become eLearning days for students in which they will follow a continuous learning plan from their home as established by their instructors and the curricular material of the particular day(s).

Class time:

Teachers will be required to instruct from behind a face covering or shield. This could include a cloth mask or facial covering, a clear face shield, or from behind a stationary clear shield. In-person classrooms will also require students to be socially distant from each other, which will limit seats. Being socially distant in a classroom will allow for students to remove their facial covering if they should desire that. Students who wish to keep their facial coverings on will be allowed to do that. Students who are not able to attend the in-person classroom will be expected to participate in eLearning unless their health and condition do not allow for any school engagement until their health returns. Students who are absent from class, either in-school or eLearning will need an excuse from the parent, guardian, or a doctor.

Passing Period/ Before School / After School:

The school will be open at 8:45 am for students to gather in the cafeteria. Students will remain on the school buses and/or vehicle used to transport student until this time. Students must enter wearing a facial cover. They may sit at tables without facial covering, as long as social distancing is maintained (no more than three at any table at any time).

During times of congestion (immediately before and after school) students will need to wear facial coverings when they are sitting in common areas but not able to socially distant themselves from others, standing or walking about.

Students who are not involved in after school activities or are not working with a teacher on curricular problem solving must wait in the front door vestibule area for their ride. Students may remove facial coverings if proper social distancing is established.

Students will be required to wear facial coverings while moving about in passing period or before and after school. Students will need to practice patience while waiting to get into their own lockers. Students will be allowed to have social conversations in the hallways while they are wearing masks, are not touching each other, not creating a traffic problem, are maintaining their personal belongings, and are not sharing items. Students will need to clean their hands when entering a new space after passing period. Students can remove their facial coverings when seated at a table with proper distancing being applied.

Lunches:

Students will be allowed to eat together but are limited to 3 students per table to allow for appropriate distance. Supervision, restrooms, and vending machines will be available. The cafeteria will have hand sanitizer dispenser.

Attendance:

It is important that all students attend all classes as their schedule dictates. Students who are healthy and able should be in-school and attend classes in-person as much as possible. Students who are quarantined, sick, or unable to attend in- person classes should attend via eLearning during the scheduled class time.

Students unable to attend eLearning due to the symptoms of sickness should have their parent or guardian notify the school of their absence. Students who are quarantined or sick will not be allowed to be in school or attend extra-curricular activities.

# **Guiding Principle #3: Continuous Mission and Learning**

The vision of Hope Academy High School is that all students will grow in their academics and recovery. Our Mission is to provide a safe, sober and challenging academic experience. Any of the following may be in place for students and teachers as a shared school-wide plan in the prevention of the COVID-19 viral spread.

### In-School and In-person

This is the desired traditional school day where students are in attendance according to a printed schedule. Non-traditional safety protocols are in place to prevent the spread of viral contagions from passing from person to person.

### Live Online

This is in place to allow students to have 2-way visual and audio access to the teacher’s instruction. This digital platform is accessible by mobile devices and therefore students and teachers may progress through the curriculum together without being in an in-person environment. This learning plan does follow a specific daytime schedule.

### eLearning

This is available for situations in which both students and teachers continue a learning plan that is not dependent on a live video or audio instruction. Students and teachers can actively communicate via a digital platform. This does not require a specific schedule related to daytime hours.

In the event a teacher becomes ill and is unable to deliver the planned curriculum, the school administration will assign an appropriate substitute teacher to the classroom. If a teacher tests positive for Covid but is asymptomatic, that teacher may offer instruction through Live Online and/or eLearning while the substitute monitors the classroom.

# **Guiding Principle #4: Support the Plan**

1. Students, parents, workers, and leaders who regularly engage in the functions of the school will be asked to sign a statement that they have read, understand and agree to the conditions of this document.
2. Teachers will engage in professional development that prepares for the following:
	* Recognizing the symptoms of a COVID-19 infection.
	* Understanding and leading school safety protocols to help prevent the spread of COVID-19
	* Structuring the classroom for optimal use and instruction
	* Delivering course content through a new in-person and simultaneous eLearning digital classroom.
	* Assisting students when moving through a day’s schedule.
	* Preparing for a professional year and establishing a calendar of professional development.
3. Students will be oriented to the new practices concerning COVID-19 prevention. Students will be guided and allowed to practice behaviors to encourage new habits in social distancing, hand washing, and facial covering protocols.
4. Signage will be posted throughout the building and campus to inform all members of the Hope Family concerning the prevention of the spread of COVID-19.
5. It has been made clear that the COVID-19 prevention plan will continue to be updated as new information becomes available. Hope Academy will adopt and modify this plan in accordance to federal, state, and local guidelines as related to the CDC.