

Signature School Re-Entry Plan in Response to COVID-19

Fall 2020

Signature School's re-entry plan was created in consultation with state and local health specialists. It is informed by the applicable guidelines of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), and adopts the requirements of the Indiana Department of Education's document titled "Indiana's Considerations for Learning and Safe Schools (IN-CLASS)." Signature's re-entry plan will be ready to implement if Governor Holcomb allows schools to open in the fall.

The Signature School Re-Entry Plan for the school year 2020-2021 is based on the following guiding principles:

- 1. Signature School is committed to providing a safe environment for its students, staff, and faculty. While we cannot eliminate COVID-19 virus risk, our plan seeks to mitigate this risk. The AAP recommends mitigation strategies that are "practical, feasible, and appropriate" for our students and staff. This has been a guiding principle in developing this plan.*
- 2. The School shall comply with all applicable laws, regulations, and executive orders enacted by appropriate public officials and governmental entities.*
- 3. All Signature School stakeholders are responsible for ensuring a healthy environment. Parents (in the plan, this term includes guardians and other legally responsible individuals), students, faculty, and staff all play a role in ensuring a safe learning environment.*
- 4. The COVID-19 situation is constantly evolving, and Signature School reserves the right to revise this plan, in whole or in part.*
- 5. This plan applies to all owned and leased Signature School buildings and property but not to students engaged in online learning.*

Signature School pre-emptive actions include:

1. Deep cleaning all buildings and surfaces.
2. Installing plexiglass at administrative desks and in some classrooms.
3. Installing standing hand sanitizer stations on each floor.
4. Adding bottle dispensers at water fountains on each floor.
5. Increasing the number of “touchless” printer stations for student usage.
6. Ordering available stocks of cleaning supplies and disposable face masks.
7. Inspecting HVAC systems.
8. Establishing procedures should a student, faculty member, or staff member test positive for COVID-19.
9. Establishing quarantine space should students show COVID- 19 symptoms while at school.
10. Upgrading classroom technology to ensure students with documented health concerns are able to learn synchronously at home with peers and to facilitate online learning for all if and when needed.
11. Establishing procedures for wiping down of classrooms and common spaces.
12. Posting COVID-19 health-related reminder signage on entry doors, in bathrooms, and at other places in school buildings.
13. Eliminating reusable kitchen items and replacing with single-use options.
14. Reconfiguring class sizes to allow for more space during class meeting times.
15. Professional development for faculty.
16. Assembling faculty distance learning committee to assess what worked and where we can improve should we need to implement distance learning in the future.
17. Conducting technology needs assessment to ensure all students can work online, if needed.

Daily procedures for the fall will include the following measures:

1. Good health practices should be observed at all times. Students, staff, and faculty should wash hands regularly for at least 20 seconds or use hand sanitizer that is at least 60% alcohol, practice respiratory etiquette when coughing or sneezing, refrain from touching their faces, and practice social distancing.
2. Students, staff, and faculty should take their temperatures every day before leaving for school. If one's temperature is 100 degrees or higher, the individual must stay home and notify the school. Parents must promptly pick up a student after notification the student is sick while at school.
3. Students, staff, and faculty who are sick, regardless of the illness, must stay home from school.
4. Parents [this term includes guardians and other individuals responsible by law] shall notify the school immediately if their child or anyone in the home tests positive for COVID-19. Students must stay home if they or any member of their household tests positive until cleared to return by their healthcare provider. A health care provider's note/letter must be submitted to the school prior to the return.
5. Members of the Signature School faculty/staff should notify the school immediately if they or anyone in the home tests positive for COVID-19. Faculty/Staff members must stay home if they or any member of their household tests positive until cleared to return by their healthcare provider. A health care provider's note/letter must be submitted to the school prior to the return.
6. Parents are asked to reinforce healthy habits including the importance of washing hands, coughing or sneezing into one's elbow or using a tissue, that is then properly disposed of, maintaining a distance from others, and refraining from touching one's face.
7. Face masks help reduce the spread of germs. Our expectation is that students will wear face masks while in school buildings, to the extent practicable. Given the unique challenges of COVID-19, the School will continue to evaluate this expectation and reserves the right to revise it as additional information and practical experience in our buildings dictate.
8. Students shall not share or exchange school supplies.

9. Students shall not share food or beverages at any time.
10. Students shall begin and end each class session by cleaning their individual seating areas.
11. Elevator usage is limited to two individuals at a time. Students are generally expected to take the stairs.
12. Stairwells in the main building and in the Koch Center will be designated as either an “up” stairwell or a “down” stairwell. Signage at or near stairwells will identify the designated direction.
13. Water fountain usage is limited to filling bottles. Students, teachers, and staff may fill bottles but shall not sip directly from a fountain.
14. Desks will be placed between three and six feet apart when feasible. Students shall social distance whenever possible.
15. Hand sanitizer will be available in all classrooms.

Health Protocol for Signature School Community Members

1. Do not come to school if you

- a. Have a fever (temperature of 100° or more)
 - i. Even if you have taken medications and the fever is no longer present
- b. Have symptoms of COVID-19 including:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- c. Test positive for COVID-19
- d. Have recently had contact with a person with a suspected or confirmed case of COVID-19, have someone in your home being tested for COVID-19, or if you have recently traveled from somewhere considered to be a “hot spot” by the CDC.

2. Return to School

Individuals may return to in-person classes if they satisfy the recommendations of the CDC. Currently those guidelines are:

Untested

Persons who have not received a test proving or disproving the presence of COVID-19 but are experiencing symptoms may return if 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 (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 (without the use of medication 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 ten calendar days without symptoms and have been released by a healthcare provider. Students may also return if they are approved to do so in writing by the student’s health care provider.

3. Medical Inquiries

- Parents notifying the school that their child is sick may be asked if the child is exhibiting any symptoms of COVID-19.
- Employees notifying the school they are sick or who appear ill may be asked if they are experiencing any COVID-19 symptoms.
- If a person is obviously ill, Signature School may make additional inquiries and may exclude the person from 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, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, Signature School may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Approved by the Signature School Board of Directors July 17, 2020