

# Great Hearts Academies

## Mitigation Plan



**What follows is the Great Hearts Mitigation Plan that applies to all Arizona Network Schools. This plan has been reviewed and adopted by the Governing Board of Directors of each academy pursuant to Arizona Revised Statute (“A.R.S.”) §15-183 (E)(8).**

# Keeping the Virus Out

## Temperature Screenings

Screening for COVID-19 symptoms or exposure is best thought of as a continuum with three critical pieces:

1. Home,
2. Arrival to campus, and
3. Throughout the school day

### *Home*

Screening begins at home and is the responsibility of individual families and employees. Families and employees will need to be educated on identifying the symptoms that indicate they ought to stay home and are encouraged to self-report their symptoms or their student's symptoms to a contact person at the academy (see document, [Health Guidelines](#)). For students, the point of contact will be their regular attendance line. For employees, it will be the Headmaster or designee.

### *Arrival to Campus*

Everyone coming into the building (beyond the lobby), students, employees, and visitors alike, will be required to pass a temperature screening. A temperature reading less than 100.0 degrees must be registered to remain in the building. People simply dropping off or picking up items at the front desk will not be screened for sake of time.

### Students

- Most temperature checks will be done in the car line as students are disembarking. The benefit of screening students at their car is that a family with a student flagged with a temperature does not need to drive back to school to pick up their student. Each employee opening car doors or stationed at the point of drop-off will conduct temperature checks concurrently to keep the car line moving. This process will likely add to the number of minutes morning drop-off will take.
- Points of entry for students walking to school will have employees stationed to conduct screens as students enter the building.
- Employees conducting the screenings will be required to wear PPE and use contactless infrared thermometers.
- The privacy of the students will be observed for all temperature readings. The numeric reading will not be read aloud. In the case of a failed test, staff will communicate discreetly with the parent and/or student.
- Friendly greetings and customer service are essential during temperature screenings. Every student and family member will be treated with dignity regardless of the results of the screen.

#### ***In the event of a temperature reading at or above 100.0:***

- If a student has an initial temperature of 100.0 degrees or higher, they will not be permitted to enter the building and a second temperature check will be taken with a different type of thermometer.
- Parents dropping off may opt out of the second temperature check for their student, in which case the student will get back in the car and may leave with them. Students without a parent present will need to have a second temperature check taken.
- If a second temperature check confirms a student's temperature to be 100.0 degrees or higher, then the parent and/or student will be informed kindly and discreetly that they must return

home. The [Great Hearts Health Policy](#) and the CDC guidelines “What to do if you are sick” have been provided in the Family Handbook and Staff Training for further guidance.

- For students with a temperature of 100.0 or higher whose parent is not present, school administration will notify the parents to pick up the child, or to allow the student to drive home.
- For students who fail the temperature screening and are sent home, parents will be instructed to call in to the attendance line to report the absence. The front office staff will record the names of which students were sent home to share with the nurse for tracking purposes.

## Employees

Employees will be screened for a temperature with a contactless infrared thermometer upon arrival in the building. Employees will report to the “temperature station” before entering a classroom or other workspace. The threshold for remaining at school for the day is a temperature under 100.0 degrees.

- The employee temperature station will need to be supplied with a contactless infrared thermometer, cleaning supplies and, possibly, a paper/electronic check-in log (see below).
- The thermometer(s) used will need to be cleaned with an alcohol wipe (or isopropyl alcohol on a cotton swab).
- If an employee has a temperature of 100.0 degrees or above, they will need to report to the nurse or another designee for a second check. If the temperature is confirmed, the employee will stay in the designated quarantine area until they are ready to leave for the day.
- The Employee being sent home for a failed temperature screen is responsible for notifying their Headmaster or designee that they will be leaving for the day as soon as possible.

## *Continued Screening During the School Day*

Teacher and staff will monitor students and themselves throughout the day for symptoms of COVID-19.

- If a **student** demonstrates or reports symptoms of illness, the teacher to whom they report or who observes their symptoms is to send the student to the health office for additional screening.
  - If a temperature of 100 degrees or greater is registered and/or other symptoms of illness are confirmed, the student will remain in the health office and parents will be called and asked to pick up their student from school as soon as possible.
- If an employee experiences symptom of illness throughout the day, they will likewise report to the health office for additional screening, including a temperature check.
  - If a temperature of 100 degrees or greater is registered and/or other symptoms of illness are confirmed, the employee will remain in the health office until they are ready to go home.
  - The nurse or employee will notify the Headmaster or designee that the employee will be leaving for the day.

## Visitor Policies and Screenings

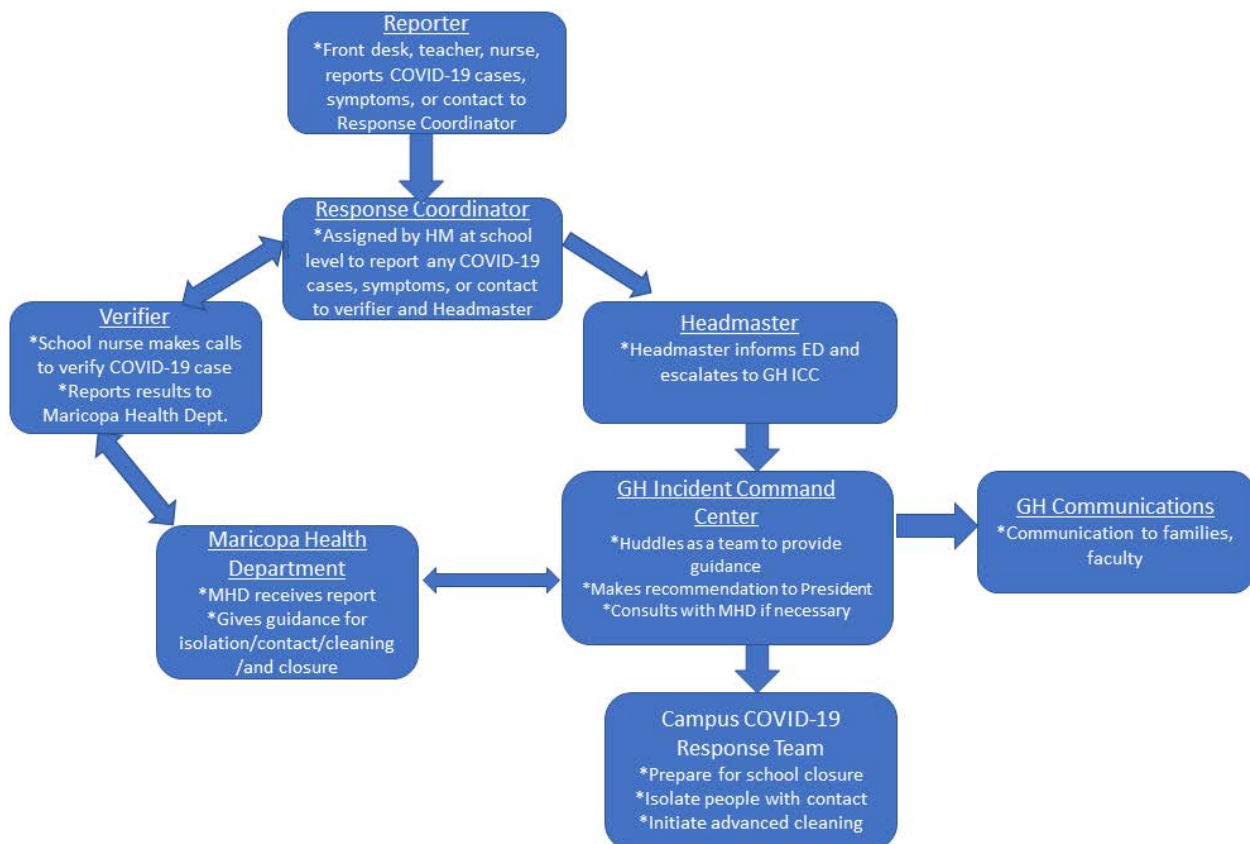
### *Screening*

The requirements for visitors (non-employees) to remain in the building is a temperature under 100.0 degrees and passing our screening form (COVID-19 Campus Health Screening form). Great Hearts personnel from the home office or other academies will only be screened via temperature check, not the screening form.

- All visitors will report to the front office. Front office personnel will conduct the screens and visitors will be asked to complete a written screener or fill out a questionnaire when checking into the Raptor visitor check-in system. Thermometers will be cleaned between each family.
- If any items on the screener are flagged, or if a temperature of 100.0 degrees or higher is registered, the visitor will not be permitted on campus that day. Visitors will also be informed of the option to have their temperature checked a second time by the nurse or designee.
- The Headmaster or designee will be notified whenever a visitor is denied admission. Headmasters may determine if regular volunteers (e.g., daily lunch volunteers) will follow the protocols for an employee or a visitor.
- If there is any question surrounding the need for these screenings tools, front office staff will inform the visitor that the Screenings are in place to ensure that the academy is taking the extra precautions necessary for the health and safety of all students and staff. Any questionable elevated temperature or questions answered as yes, will not be permitted on campus.

## COVID-19 Response Plan

### Flow Chart for COVID-19 Response Team



## Positive COVID-19 Test, COVID-19 Diagnosis, or Waiting for Testing Results

### Isolation Guidelines:

Return to school contingent upon completion of all 3:

1. **24 hours** fever-free w/o fever reducing meds
2. Improvement in respiratory symptoms
3. **10 days** have passed since first symptoms started if symptoms are mild to moderate or 10 days from positive test if subject is asymptomatic  
**or**  
**20 days** have passed if symptoms are severe to critical or patient is severely immunocompromised

Students and faculty can return early with two negative tests that are 24 hours apart or a doctor's note.

### Actions:

1. Campus Response Team will notify Maricopa County Public Health Department, and Executive Director. HR will also be notified if subject is an employee
2. Executive Director will assemble the GH COVID Response Team
3. Close off and disinfect all non-porous surfaces asap
4. Determine where the student or employee has been and whom they have had close contact with for the past 48 hours. Close contact is defined as within 6 ft for more than 15 minutes.
5. Communicate directly to all adults/students who have come into "close contact" with the subject and quarantine for 14, 10, or 7 days.
6. Communicate in a manner consistent with other infectious disease notifications and legal confidentiality requirements to:
  - a. All Faculty members if subject is a faculty member
  - b. Families in the same section as the student/teacher
  - c. All teachers of the student if the subject is a student
7. Ask the parent if they would like the student to engage in GHDL (may return before quarter)
8. If Teacher/staff – determine coverage
9. School Closure, section or grade level quarantines will be determined by the GH Response Team with advisement from the Maricopa County Department of Health

## Student, Teacher, or Staff Member Exhibits COVID-19 Symptoms

(Not part of a pre-existing condition such as asthma or known allergies)

### Symptoms:

- Cough
- Shortness of breath or difficulty breathing

### Actions:

1. School nurse will determine if symptoms are part of a pre-existing condition such

- Fever
- Chills
- Repeated shaking with chills
- Muscle pain or body aches
- Headache
- Sore Throat
- New loss of taste or smell
- Nausea or Vomiting
- Diarrhea
- Fatigue
- Congestion or runny nose

**Isolation Guidelines- If Tested**

1. Seek medical attention from your physician and get a COVID-19 test, if possible.
2. Stay home until results of test have been received.
3. **If Positive:**  
Return to school contingent upon completion of **all 3**:
  - **24 hours** fever-free w/o fever reducing meds
  - Improvement in respiratory symptoms
  - **10 days** have passed since first symptoms started if symptoms are mild to moderate or 10 days from positive test if subject is asymptomatic

**or**

  - **20 days** have passed if symptoms are severe to critical or patient is severely immunocompromised
4. **If Negative:**
  - Stay home and away from others until a **full 24-48 hours** have passed since the **fever (including chills, shakes, and body/muscle aches) has gone away** without the use of fever-reducing medications **AND the respiratory symptoms (cough, shortness of breath, difficulty breathing, sore throat, congestion or running**

as asthma or allergies. If not, continue to step 2.

2. Symptomatic individual is immediately sent home
3. Disinfect areas that the student/teacher has been in contact with
4. Notify HR (for teacher and staff members) and Executive Director. GH Response Team is not notified.
5. Communicate to all those who teach the student if subject is a student.
6. Ask parent if they would like the student to engage in GHDL (may return before quarter)
7. If teacher, determine coverage

nose, and loss of taste/smell) have fully resolved.

- Return with doctor’s note if symptoms are still present.

**Isolation Guidelines- If Not Tested**

We understand that not everyone will have the resources to get tested every time they exhibit a symptom. We also understand that other illnesses will be passed around that have some of the same symptoms as COVID-19 such as the common cold.

5. **If not tested, but seen by a doctor, and doctor suspects COVID-19, or if symptoms are unique to COVID-19 such as loss of taste or smell see guidelines for Positive COVID-19.**
6. If not tested, and if symptoms can be attributed to some other illness as determined by the school nurse, or some other health professional, **return a full 24-48 hours after fever has resolved without fever reducing medication and all symptoms have fully resolved.**
7. Return with doctor’s note if symptoms are still present and doctor does not suspect COVID-19.

**Close Contact with Someone Who Tested Positive for Covid-19  
When Isolation from the Individual is Possible**

Someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period\* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

**Isolation Guidelines:**

1. Exposed individual is quarantined off campus for 10 days from last day of contact as long as they don’t have symptoms.  
Or
2. Exposed individual is quarantined off campus for 7 days from last day of contact as long as they don’t have symptoms if a PCR test is negative that was taken within 48 hours of Day 7.
3. When returning to school, continue to wear a mask, wash hands, socially

**Actions:**

1. If subject is an employee, notify HR and ED
2. Send student or employee home at ask them to check their temperature twice a day and to watch for symptoms to develop. Remind them to stay away from people who are at a higher risk.
3. Ask the parent if they would like the student to engage in GHDL (may return before quarter)
4. If Teacher/staff – determine coverage

<p>distance and monitor for symptoms until Day 14. Return to quarantine if symptoms develop.</p> <p>4. If mild to moderate symptoms develop during quarantine return 10 days after first symptoms appeared and 24 hours of being fever free without medication, and 20 days if symptoms are severe to critical or if patient is severely immunocompromised.</p>	
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**Close Contact with Someone Who Tested Positive for Covid-19  
In the same household, when close contact cannot be avoided**

<p><b><u>Isolation Guidelines:</u></b></p> <ol style="list-style-type: none"> <li>1. Exposed individual is quarantined off campus during the time that the COVID positive individual is quarantined plus an additional 10 days <b>from last day of isolation</b> of any household member with COVID-19.</li> <li>2. If mild to moderate symptoms develop return 10 days after first symptoms appeared and 24 hours of being fever free without medication, and 20 days if symptoms are severe to critical or patient is severely immunocompromised</li> <li>3. Exposed individual may return earlier if they test negative at least five days <b>after the isolation period</b> of the infected family member has ended.</li> </ol> <p><i>Example:</i>  Mother tests Positive for Covid-19 on Dec. 1 and must stay home from work from Dec. 2-Dec 11 and until her respiratory symptoms have improved and she no longer has a fever. Student who is a close contact, and cannot isolate from Mom, stays home from school from Dec 2- Dec 11(Mom’s isolation period) and then 10 more days Dec. 12-21 and returns to school on Dec. 22.  Or  Student gets tested 5 days after Mom’s isolation period ends (5 days from Dec. 11) on Dec. 16. If the test is negative, student returns to school when they receive the results.</p>	<p><b><u>Actions:</u></b></p> <ol style="list-style-type: none"> <li>1. If subject is an employee, notify HR and ED</li> <li>2. Send student or employee home at ask them to check their temperature twice a day and to watch for symptoms to develop. Remind them to stay away from people who are at a higher risk.</li> <li>3. Ask the parent if they would like the student to engage in GHDL (may return before quarter)</li> <li>4. If teacher/staff – determine coverage</li> </ol>
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## Visitor to Campus Later Tests Positive

<b><u>Isolation Guidelines:</u></b>  None	<b><u>Actions:</u></b> <ol style="list-style-type: none"><li>1. Contact the GH Covid Response Team and the Maricopa Health Department</li><li>2. Determine if the visitor had close contact with anyone on campus.</li><li>3. Notify those who had close contact with the visitor and require them to quarantine according to directions from the Maricopa Health Department</li></ol>
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## Student/Teacher Reports 2<sup>nd</sup> Degree Exposure

(Close contact with someone who had close contact with someone who has tested positive)

<b><u>Isolation Guidelines:</u></b>  None	<b><u>Actions:</u></b>  No response is required.
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## International Travel

<b><u>Isolation Guidelines:</u></b> <ol style="list-style-type: none"><li>1. Stay home for <b>10 days</b> after you return home from international travel only if you do not have any symptoms during that time.</li><li>2. Take your temperature with a thermometer two times a day and monitor for fever. Also watch for cough or trouble breathing.</li><li>3. Stay home and avoid contact with others. Do not go to work or school.</li><li>4. Do not take public transportation, taxis, or ride-shares.</li></ol> <p style="text-align: center;"><b><u>OR</u></b></p> Receive a negative COVID-19 test result <b>5 days</b> or more after returning.  Keep your distance from others (about 6 feet or 2 meters)	<b><u>Actions:</u></b> Ask employees and students who have travelled internationally to self-quarantine for <b>10 days</b> or Receive a negative COVID-19 test result <b>5 days</b> or more after returning.
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## 2 or More Positive Cases Reported on a Campus in a 14 day Period

(Epidemiologically linked but not of the same household and not identified as close contacts from off campus)	
<p><b><u>Isolation Guidelines:</u></b> Determined after discussion with Maricopa County Health Department</p>	<p><b><u>Actions:</u></b></p> <ol style="list-style-type: none"> <li>1. Nurse will report to MCDHS</li> <li>2. Communication will be sent to all staff, faculty, families, parents, and guardians.</li> <li>3. GH COVID-19 Response Team will work with the Maricopa Health Department to monitor and determine if additional measures, such as quarantining a grade level or closing the school, are needed. The President of the region will make the call.</li> </ol>

**Differentiation of Roles between HR and Campus COVID-19 Response Coordinator (CCRC) for Faculty Cases**

**Campus COVID-19 Response Coordinator-** The CCRC will be the first notified of a positive COVID-19 case, a case of close contact, or a case or COVID-19 symptoms of a faculty member on campus. The CCRC will conduct the first interview of the faculty member to determine essential details such as when the faculty member first started to exhibit symptoms, where they have been on campus, and with whom they have had close contact. If the faculty member has tested positive or has been in close contact the CCRC will notify HR. In the case of a positive test, the CCRC will notify all those on campus who have had close contact with the faculty member and will refer those who are faculty members to HR as well.

If the faculty member is exhibiting a symptom of COVID-19, the CCRC will refer them to the school nurse. The school nurse will determine if the symptom is part of a chronic illness such as asthma or allergies, or if there is some other reasonable explanation for the symptom (ex. Pregnancy). If the school nurse cannot make a reasonable determination for the cause of the symptom, she will let the CCRC know, and the CCRC will notify HR.

**HR-** Once HR gets notification of a positive COVID-19 case, close contact, or symptoms of COVID-19 without a reasonable cause HR will give the employee instructions regarding isolation and anything else related to benefits, pay, and employment. HR will keep in contact with the employee and will determine when the employee can return to work.

## Reducing the Viral Load

### HVAC Filters and Air Flow

The Facilities Maintenance Department has replaced our standard A/C filters campus-wide with Merc-13 hospital grade filters. These higher-grade filters are used in multiple settings including Hospital General Surgery rooms and Hospital Laboratories. The replacement schedule of these filters will be quarterly, and we have hired an HVAC Technician to support this effort.

Antimicrobial curtains have been installed in the Nurses Office to provide a separate waiting area should a person with possible symptoms need to utilize this space to maintain adequate distance from others who are visiting the nurse's station.

## Cleaning and Disinfecting

### *Extra Day Porter Duties*

Day porters will continue to perform the same daily duties for the upcoming school year, as well as additional tasks and responsibilities. These additional assignments include daily disinfecting of:

- Play structures
- Outdoor benches
- Outdoor and indoor handles/doors
- Drinking fountains
- Stair rails

And increased disinfecting of high touch areas such as:

- Multi-purpose room
- Gyms
- Front office areas
- Restrooms

An additional part-time Day Porter (where there is not one already supplied) at each school has been provided to support these responsibilities.

### *Additional Night Crew Cleaning*

The evening cleaning team will continue to disinfect K-1 nightly, as well as all restrooms, high touch areas, and common areas. The evening team will increase the disinfecting frequency for the other classrooms from 3x per week to 5x per week. The evening team will also continue to utilize our Electrostatic Disinfectant sprayer at every campus 1x per week to disinfect all campuses.

### *Extensive Cleaning After a COVID-19 Case*

Great Hearts will follow the CDC guidelines for "Cleaning and disinfecting your building or facility if someone is sick" by:

- Closing off the area(s) used by the person who is.
- If possible, open outside doors and windows to increase air circulation in the area(s).
- If possible, wait 24 hours before staff cleans or disinfects.
- Clean and disinfect all areas used by the person who is sick, such as offices, classrooms, bathrooms, common areas, and electronic equipment.
  - After all areas have been cleaned and disinfected, staff will use our Victory Electrostatic Sprayer and Brady Non-Acid Disinfectant.
- If needed, the area will be vacuumed.
- Once the area has been appropriately disinfected, it will be re-opened for use.

### *Cleaning Products*

Classrooms will be provided with the necessary disinfecting supplies, such as approved hand sanitizer, approved antibacterial wipes or Oxiver disinfectant solution, paper towels, and/or Oxiver wipes.

Hand sanitizer stations will be provided at entrances to the buildings, the front office, near restrooms, and as designated by the Headmaster or Campus Operations Team.

The Nurse's Office will be provided with PPE and disinfecting supplies, including face shields, kn95 face masks, latex gloves, safety glasses, approved antibacterial wipes or Oxiver wipes, and Oxiver cleaning solution, hand sanitizer, and portable non-contact thermometers.

## Mask Policy

County and local ordinances have mandated that all persons two years and older be masked while in a public space where social distancing of six feet is not possible. Therefore, face coverings will be required on campus.

This is the policy while the health ordinances are in effect. This policy is subject to change if the local ordinances change or if an overriding state directive is issued.

Great Hearts recognizes that this face covering requirement will create burdens for students. Where one can bear those burdens, Great Hearts asks that students bear them. However, Great Hearts understands that students, especially our youngest students, cannot be expected to wear a mask without breaks and under fear of punishment for 7 hours a day.

Therefore, Great Hearts has developed a policy that complies with the directives of the State, County and local municipalities while affording students safe and reasonable space to be mask free. Students and staff will be provided guidance on how to properly put on and take off masks and how to handle used masks.

Great Hearts also recognizes that there are certain learning activities that are rendered impossible when a teacher is masked. The teaching of languages is the most obvious. Great Hearts also understands that they have a number of students for whom lip reading is an essential tool in their understanding of speech. Therefore, Great Hearts will allow teachers to be in clear masks or behind face-shields, when necessary, while teaching.

### *Great Hearts Mask Policy*

The policy is as follows with individual needs to be handled on a case-by-case basis. Should your student(s) need accommodations, please make those requests directly to your Headmaster.

#### **All Masks/Face Shields**

No messaging permitted on masks (with exception of academy-related messages). Varied Colors and patterns are permitted.

#### **Kindergarten through Fifth Grade**

**Drop Off** – Masks required. Face shields, upon request.

**Hallways** – Masks required. Face shields, upon request.

**Classroom** – Masks encouraged. Face shields, upon request. Masks may be taken off if needed while seated at desk. Desk Shields installed for extra safety.

**Lunch** – No mask requirement while seated and eating. Mask required when walking to the lunchroom, within the lunchroom, and to the playground. Face shields, upon request (Each academy will work to utilize classroom and lunchroom space, as needed, to mitigate overcrowding).

**Playground** – No mask requirement. Playground equipment may be used (Hand washing or sanitizer before and after playground).

**Pick Up** – Masks required. Face shields, upon request.

### **Middle School through High School**

**Drop Off** – Masks required. Face shields, upon request.

**Hallways** – Masks required. Face shields, upon request.

**Classroom** – Masks required. Face shields, upon request. May be taken off for short periods while at desk or nose exposed as needed for air or other reasons.

**Lunch** – No mask requirement while seated and eating. Mask required when walking to the lunchroom and within the lunchroom. Face shields, upon request. Available social distancing will be implemented.

**Pick Up** – Masks required. Face shields, upon request.

### **Teachers and Staff**

**Drop Off** – Masks required. Face shields, if necessary.

**Hallways** – Masks required. Face shields, if necessary.

**Classroom** – Mask required. Face shields, if necessary.

**Faculty Room & Lounge** – No requirement if seated and eating.

**Lunch Duty** – Mask required. Face shields, if necessary.

**Pick Up** – Masks required. Face shields, if necessary.

## **Desk Shields**

Plexiglass desk shields will be installed for all students in K-5 and for all front desks at the Archway/Lower schools.

## **Handwashing and Sanitizing**

Hand washing is best when it comes to prevention of illness. If hand washing is not feasible then hand sanitizer (60% and above) is the next best method.

- Students and staff will hand wash for 20 seconds prior to eating lunch and after eating lunch. It is recommended that students and staff also hand wash prior to and after snack breaks and/or lyceum breaks, and before and after recess.
- Hand washing instructions will be posted by every sink. Where possible, sinks will be set to remain on for 30 seconds, so that students and staff are not required to touch the faucet after applying soap.
- Hand sanitizer will be required for students and staff upon entering and exiting both the building and classrooms. Every classroom will be stocked with hand-sanitizer.
- Students and staff are to cough/sneeze into a tissue and dispose of the tissue in the wastebasket. If a tissue is not available, students and staff will cough or sneeze into their bent elbow. Signs may be placed strategically as reminders on respiratory etiquette.
- Academy-wide hygiene procedures/routines will be developed in collaboration with the academy nurse prior to the first day of school and taught the first several weeks of school in the homeroom class and reinforced by all teachers.
- Some kindergarten and first grade classrooms have shared bathrooms. Teachers will teach students to wash their hands with soap and water after using the restroom and prior to eating. (Arch/Lower)

Time will be built into the schedule to allow for students to clean their own desk and chair prior to leaving the classroom. The cleaning materials will be provided by the school, and the process of cleaning the desk and chair implemented by the teacher. Good opportunities to clean would be during transitions, at the end or beginning of class, and before and after lunch or snack.

- Teachers will build in similar time in the day to clean their desks, tables, chairs, and other workspaces. Teachers who share workspaces, common areas, or rooms will develop a schedule for cleaning in between teachers.
- Day porters/custodians and teachers will sanitize high-traffic zones, e.g., doorknobs and pencil sharpeners between teaching sessions. It may be appropriate for students to help at certain grade-levels and circumstances.

## Shared Supplies Limited

In art and science classrooms, in which shared school materials are used,

- All resources and materials need to be sanitized between classes and between station rotations.
- Art and science teachers will have protocols for classroom sanitization of materials, as well as for students who might need to share materials during a given class period.

Students will keep their own supplies in their desks, backpacks, or in a pencil bag. Sharing of supplies will be limited. Any shared supplies will be cleaned between use.

In drama classrooms and performing art centers, social distancing will be practiced, as students perform recitations, monologues, and plays.

- Protocols are established for the cleaning of performing arts spaces and materials, e.g. costumes, props, instruments are cleaned properly.

## Reducing Cohort Mingling

For each item below, recommended strategies are given for how Academies can implement the guiding principles

### Distancing

- The spacing in between desks will be increased as much as the classroom space allows, and with limited exceptions desks will all face forward.
- Students will be kept in the same class group as much as possible throughout the day. The number of rooms a student is in throughout the day will be limited.
- Bell schedules will be staggered to reduce the number of students in the hallway by 30-50%.
- Clubs and field trips will be suspended for the first quarter.

### Arrival and Dismissal

#### *Morning Program*

- Academies that serve breakfast will develop a staggered schedule to limit the number of students receiving a meal at one time and spread out the student eating areas.
- Academies with morning recess/free time will develop a rotating schedule to reduce the number of students accessing each campus zone, e.g. playground, courtyard, etc., at any given time, while providing equal amount of access to these spaces to all relevant grade levels over the period of a week.
- Academies that have their students line up before class will train their students on proper spacing, i.e. students need to be arm's length apart from the student in front of them.

- Academies may have some or all students transition directly from drop off to classrooms if they do not have enough space to accommodate multiple zones on their campus for morning recess/free time.

### *Pick-Up/Afterschool*

- Lower schools/archways will use dismissal apps, e.g. Curb, that allow them to keep all students in their classrooms until their ride has arrived
- Lower schools/archways will discontinue the practice of having multiple students gather in one space, e.g. in a Multi-Purpose Room or lobby, to wait for their ride to arrive
- Upper schools will develop and uphold policies and procedures that discourage or disallow students from congregating on campus after school who are not attending a specified activity
- If Academies must bring students to certain pick-up zones, careful consideration will be given to how to distance these students as much as possible
- Recommended: Academies may develop a schedule that allows for a staggered release of students to various afterschool activities, e.g. walking home, athletics, clubs, etc.

### Hallway/Lockers

- Academies will develop staggered passing periods & travel times, to reduce the amount of students in the same hallway at one time
- Where possible, schools will schedule grade levels to certain floors/wings in their buildings to minimize exposure
- Lower schools will teach students to be arm's length apart from one another while walking in line to their specials, recesses, and lunch periods
- Where possible, students will not wait outside of these spaces, but immediately be brought in. This might entail having more gap time between specials so that one class is not waiting on another to finish before entering
- The practice of having students line up outside of the classroom before entering may be suspended at this time. Upper schools should allow, encourage, or in some cases, require students to immediately enter their next period classroom prior to the start of class.
- Academies may reduce the number of locker visits during the day by requiring students to carry items for 2 class periods at a time
- Academies may consider ways to space out locker assignments between grade levels/sections with the intent of reducing congestion and increasing spacing during passing periods.
- Academies may stock classrooms with frequently-used student supplies to reduce the amount that students need to retrieve these items from their lockers

### Lunch, Recess, and Lyceum

#### *Lunch*

Each academy will determine how best to conduct lunch on their campus. Until determined otherwise, lunchrooms are to be used at 50% capacity. Academies will give special attention to the modifications necessary to their lunch structure and routines given the higher risk present in those spaces due to the number of students gathered in one indoor space at one time, the number of students who use that space across any given day, the proximity of students while in that space, and the primary activity of the space, i.e. eating (placing items into your mouth)

- In order to spread students out during lunch, all areas of the school (classrooms, MPR, outdoor areas, gyms, etc.) may be considered for use.

- When using a common space for lunch, e.g. MPR, cafeteria, lined tables in the gym or in a courtyard, an academy may implement the following:
  - Create a staggered lunch schedule to reduce the number of students using the space at one time
    - This will be accomplished in some cases by having half a cohort eat lunch while the other half plays outdoors and then switch
    - Academies can also allow some groups of students to eat in other areas on campus, e.g. outdoor spaces, or classrooms
  - Enforce safe distance in lunch lines (all students arm's length apart) or eliminate lunch lines by having students take their seats and then be called up one table a time to receive their food
  - Reduce the number of tables in the cafeteria and spread them out or maintain the number of tables and reduce the amount of students that can sit at each table
    - Add signage or circle spots to guide students on where they can sit
    - If possible, avoid having students sit directly next to each other or directly across from each other, rather diagonally opposite, seat students arms-length apart
  - Minimize the amount of time students spend in the lunchroom, e.g. by releasing them to play once they finish eating unless this would impact a staggered lunch recess schedule

#### Pick Up and Cleaning after Lunch

- Lunch areas will be cleaned between each lunch session.

#### *Recess/Lyceum*

- Academies may maintain their typical recess schedule, but will analyze if any adjustments to the number of recess blocks or permitted play spaces should be implemented (e.g. limiting the recess area to one grade level at a time)
- Academies may divide their play areas into zones and then set limits on the number of sections together in each zone
- Academies will teach their students about safe and appropriate physical contact during play, e.g. two finger touch for tag, elbow bump instead of high fives, no wrestling, etc.
- Academies will evaluate their Lyceum practices to ensure that the policies/principles being implemented regarding zones are maintained, such as students not roaming between zones

#### Restrooms

Academies will design and implement consistent policies and procedures surrounding bathroom use with an eye toward limiting the number of students occupying the restroom at any given time.

- Academies will train and support students in washing their hands for 20 seconds after using the restroom and using hand sanitizer when re-entering the classroom.
- Teachers may limit the number of students they allow out of class to use the restroom to 1 boy and 1 girl at any given time
- Lower schools may consider redesigning routines that have a whole section of students stand in line the hallway (e.g. waiting for the restroom) to minimize both the size of the group and the amount of time they are standing in the hallway.
- Academies may permit students to use the single-occupancy restrooms (if available), perhaps if they or their parents would prefer increased social distancing while using the restroom.

## Gymnasium, Library, Multipurpose Room (MPR), and Auditorium

- Academies will still hold physical education classes in the gymnasium (limiting to one section at a time per half court) and are encouraged to conduct units outdoors as soon and as often as weather and turf permit
- Academies will still have students visit the library for the purpose of checking out books but will limit the number of students to 50% capacity at one time
- Academies that conduct learning activities in a multipurpose room or similar spaces will use distancing measures similar to the lunchroom to reduce risk to students
- For at least the first quarter, Academies will modify student assemblies according to the following:
  - Holding only assemblies that are critical to student culture or academic success
    - Cancel or postpone non-critical assemblies
  - Gathering no more than one grade level at a time
  - Holding assemblies outdoors and/or ensuring students sit or stand at least one arm's length apart