



WHITEFIELD

ACADEMY

Whitefield Academy

2020-2021 SCHOOL YEAR

Health and Safety Reopening Guide
K-12 Grade
(Guidance as of July 2020)

Overview

The goal of Whitefield Academy's School Board and Task Force throughout this time has been to establish healthy and safe practices to protect our families and employees. We are working hard to prioritize the safety and well-being of all of our constituents while returning to in-person instruction and personal connection between teachers, coaches, administrators, and students.

In preparation for the 2020-2021 school year, the Task Force retrieved information and resources from:

- Association of Christian Schools International (ACSI) / National Alliance of Christian Schools (NACS)
- Centers for Disease Control & Prevention (CDC)
- Kentucky Department of Education (KDE)
- Kentucky High School Athletic Association (KHSAA)
- Louisville Metro Health Department
- Neighboring School Districts/Private Schools
- Office of Kentucky Governor
- World Health Organization (WHO)

This guide will provide your family with an overview of our plans to return safely to campus in August.

We look forward to serving your family on campus in August!

Whitefield Academy's Task Force

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Social Distancing

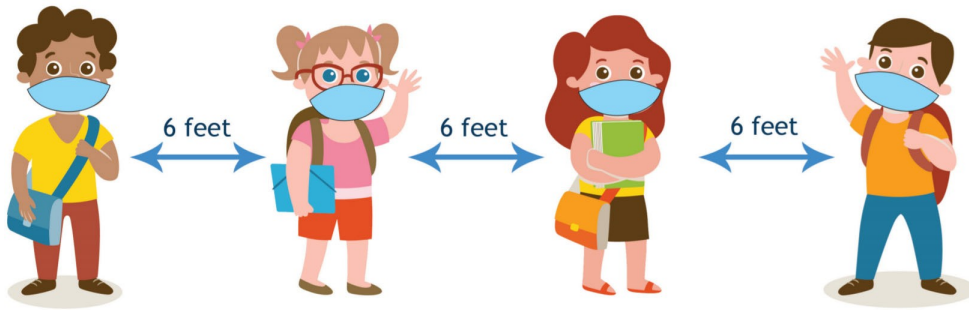
Whitefield Academy has developed unique plans that address the space and resources available at our school. These safety expectations align with the policies published by the CDC and KDE. Each principal will tailor social distancing plans to meet the needs of the students in their care.

Examples of social distancing will include:

- Increased space between students by rearranging seating to maximize space between students to be six (6) feet or greater.
- Reduced class sizes to allow for smaller cohorts of students to decrease potential need for contact tracing.
- Updated block class schedules for Middle and High School students.
- All desks will be arranged so students' seats face the same direction.
- Desk mounted barrier boards will be added to each student desk (Elementary) and tables (MS/HS).
- We will adopt a model which will create space between students and their teachers and avoid unnecessary contact or movement within the personal space of six (6) feet. This includes:
 - Placing markings on floor as a reminder of areas that are six (6) feet apart for instruction.
 - Maintaining a social distance of six (6) feet in hallways during arrival and dismissal as well as class changes.
 - Maintaining a social distance of six (6) feet in common areas such as bathrooms



Social Distancing



- In addition, our principals and teachers will:
 - Modify classes or activities to minimize close social contact, congestion or movement in specials and electives such as physical education (PE,) art, music, etc. These do not have to be canceled if distance and sanitation needs are met.
 - Reduce congestion in common areas (school office, guidance offices, gym, hallways, etc.).
 - Minimize face-to-face interactions by designating one-way hallway traffic when possible and designating certain doors for entry and for exit.
 - Modify field trips, assemblies, and other group activities to avoid mixing students in large common areas.
 - Limit non-essential visitors on school grounds.
 - Place physical barriers such as Plexiglas at reception desks and other similar administrative areas for protection.

Cloth Face Coverings (Masks)

Cloth face coverings otherwise known as face masks may help prevent the spread of the virus even when the infected person is without symptoms. WA is adopting the following guidelines for face masks:

- Cloth face coverings (masks) can be any solid color, pattern and can include prints/characters/design. Masks must be modest in taste and reflect WA's beliefs and Christ-likeness.
- Face shields: The CDC does not recommend use of face shields for normal everyday activities or as a substitute for cloth face coverings. Face shields will not be accepted as a substitute for a cloth face covering.
- Face shields will only be approved for students who have been medically diagnosed by a physician with a health condition or need, such as asthma or other respiratory conditions. A doctor's note will be required for that student.
- Students enrolled in Kindergarten will not be expected to wear face masks. We ask Kindergarten students to wear a mask in hallways during arrival time, class change, and dismissal time.
- Students will not be expected to wear masks in class the entire time since we are able to provide social distancing and/or desk mounted barriers.
- Students, faculty and staff will be expected to wear masks when they are closer than six (6) feet to another individual as well as during high traffic times (e.g., class change.)
 - If the teacher is walking around the classroom or working with a student closer than six (6) feet apart, then he/she will wear a mask or face shield.
 - Masks will be worn in the hallways during arrival time, class change, and dismissal time.

Cloth Face Coverings (Masks)

- When students are outside and six (6) feet from others, they do not have to wear masks.
- Masks should:
 - Fit snugly but comfortably against the side of the face
 - Be secured with ties or ear loops
 - Include multiple layers of fabric
 - Allow for breathing without restriction
 - Be able to be laundered and machine dried without damage or change to shape
 - Cover both nose and mouth



Healthy School Plans

WA's school health plans will include staff wearing face masks and gloves for:

- Cleaning and sanitation
- School health procedures including attending to sick children and/or administering medication.



- Staff will also be expected to maintain six (6) feet distance for care when reasonable.
- In addition, students, teachers, and staff will be encouraged to cover their coughs and sneezes by coughing into their elbow or covering with a tissue and then depositing the used tissue into a waste basket.
- Keeping hands clean is an important part of maintaining good health. Each class will be equipped with hand sanitizer for students to use each time they enter and leave. In addition, teachers and staff will promote and encourage hand-washing or using hand sanitizer:
 - Before and after eating
 - Before and after using restroom
 - Before and after recess
 - Following PE
- Campus water fountains will be turned off and water bottle filling stations will be available. Students will bring their own water bottles labeled with their name.
- All classrooms will be equipped with hand sanitizer, disinfectant spray, wipes and paper towels.
- Common areas will be cleaned and sanitized by school staff throughout the day.

Healthy School Plans

Recess

- Students will practice good hygiene by washing their hands prior to going out to play and upon returning inside.
- There will be an assigned schedule that limits the number of classes on the playground at one time. Teachers will take advantage of green space, open space, and multiple areas to minimize how many students are mixing.
- Recreational and sports equipment will be regularly cleaned and sanitized.



Lunch Room

- We will discontinue the use of any self-service food distribution until further notice.
- Students will bring their lunch in a lunchbox of their choice.
- Lunches will be served in classrooms, in common areas, or outdoors (weather permitting) to accommodate physical distancing.
- A bag lunch will be available from the cafeteria for \$2.75 if a student forgets their lunch.
- Teachers and students will clean, sanitize and disinfect frequently touched areas after lunch.



Chapel

- WA remains focused on the spiritual development of our students. Chapel and other discipleship activities will be modified to meet health and safety guidelines.

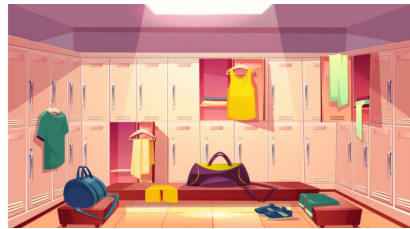
Healthy School Plans

Outdoor Classrooms

- When reasonable and feasible, teachers will utilize outdoor classrooms, green spaces, and pavilions for instructional time.

Gymnasiums, PE, and Weight Room

- Staff will clean and sanitize gymnasiums and weight room between classes.
- Students will be encouraged to practice good hygiene before and after using workout and/or sporting equipment.



Athletics:

- WA will comply with all guidelines provided by the Kentucky Department of Health and Human Services, state guidelines and KHSAA.
- See WA Athletic "Return to Play Guidelines" for specific details.

Visitors:

- WA will limit non-essential visitors on school grounds.
- In the event a visitor is requested to attend the school, he/she will be required to complete a health screening form, temperature check, and will wear a mask while in the building.

Lost and Found

- It is very important for all school items (jackets, clothing, backpack, etc) to be labeled with first and last name of student.
- All lost items will be held in a designated room for one week.
- After one week, all items will be donated to local charity.

Personal Items:

- All personal items must be disinfected daily at home.
- No personal items may be shared.
- All personal items must be labeled with student's name.



Sanitation & Cleaning Procedures

Because of concern that infectious viral particles can land on surfaces from coughing, sneezing, talking and laughing, WA is adopting extensive sanitation and cleaning procedures including:

- Posting signs throughout the school encouraging proper hand and respiratory hygiene practices (covering coughs and sneezes).
- Utilizing touchless water bottle filling stations instead of water fountains.
- Continuous cleaning, using recommended disinfecting equipment/supplies, of classrooms, gymnasiums, restrooms, and other resource areas such as libraries, art rooms, labs, etc. Special attention will be given to high touch areas, such as doorknobs, light switches, desks, computers, phones, toilets, faucets, sinks, handrails, etc.
- Hand cleaning supplies such as hand sanitizer will be readily available in all classrooms and throughout the building.
- Monitoring restrooms for adequate hand soap and towels.



Health Screenings

Entrance doors have signage instructing anyone entering the school property to **NOT ENTER** if they meet any of the criteria listed below.



WA will require a temperature check by a touchless thermometer for all students and visitors at point of school entry.

- If carpooling or riding the shuttle bus, we are asking parents to confirm their student's temperature is not greater than 100.4 before departing for school. The student's temperature will be rechecked when on school property. Understand that if a student is found on re-check to have a temperature of greater than 100.4, the students (and carpool driver) could be involved in contact tracing if the febrile student is determined to have COVID-19.
- At each designated entrance, staff members taking temperatures will use a touchless thermometer prior to the vehicle leaving. (Thermometers will be cleaned per the manufacturer's recommendations.)
- Students that exhibit a temperature of 100.4 or greater will not be allowed to enter the building.

Students, faculty or staff should stay home OR be sent home if any of the following occur:

- Temperature greater than 100.4
- New cough
- Shortness of breath or difficulty breathing
- Sore throat
- GI (vomiting/diarrhea)
- New rash, muscle aches, or headache`
- Chills or repeated shaking with chills
- Loss of taste and/or smell
- Exposure to someone who is ill, displaying symptoms, or diagnosed with COVID-19



Health Screenings

The student, faculty or staff member will not be permitted to return to school until their health care provider shows documentation indicating it is safe to return to school.

During the course of the school day

- Any employee that exhibits a fever of 100.4+ will be directed to leave campus immediately.
- If any student exhibits a fever of 100.4+, they will be held in the isolated sick room and parents will be notified to pick up their child as soon as possible.
- Students with symptoms of infectious disease will not remain with their classmates.
- Unless there is a medical reason to prevent it, the ill student will wear a mask until a parent, guardian or designee picks him/her up.

The student will not be permitted to return to school until the student's health care provider provides documentation indicating it is safe for the student to return to school.

An important component of limiting the impact of COVID-19 in our school system is parents' vigilance about their child's health. **We want to affirm parental responsibility in monitoring their child's symptoms and overall health, as well as parental discretion in keeping their child at home whenever they are ill.**

WA will monitor student absences for trends or patterns.



Prevention and Mitigation

It is recommended that any person who has traveled out of the country or to a COVID- 19 “hot spot” self-quarantine for no less than 14 days with no symptoms appearing prior to returning to school.

In order for a student/staff who tested positive for COVID-19 to be allowed to return to campus, they must be able to answer YES to the following questions:

- Has it been at least 10 days since the individual first had symptoms?
- Has it been at least 3 days since the individual had a fever (without using fever-reducing medicine)?
- Has it been at least 3 days since the individual’s symptoms have improved including cough and/or shortness of breath?

Designated Isolation Areas

Whitefield Academy will have a designated isolation area for sick students. A staff member will provide supervision until the student is picked up by a parent, guardian or designee.

Students with symptoms of infectious disease will not remain with their classmates. Any student that exhibits a fever of 100.4+ will be held in the isolated sick room and parents will be notified to pick up their child as soon as possible.

Unless there is a medical reason to prevent it, the ill student will wear a mask until a parent, guardian or designee picks him/her up.

If a student or staff member presents any possible COVID-19 symptoms, the Health Coordinator will complete the assessment and notify parents.

If a student or staff member has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours. The student's health care provider will need to provide documentation indicating it is safe for the student to return to school.

Again: we want to affirm parental responsibility in monitoring their child's symptoms and overall health, as well as parental discretion in keeping their child at home whenever they are ill.

WA will monitor student absences for trends or patterns.



Contact Tracing

The applicable local health department will notify WA of any positive cases of COVID-19. The school will cooperate with the contact tracing investigation by providing information on carpools, classroom cohorts, cafeteria seating charts, etc., that will allow quick identification of those at high risk of infection from the positive COVID-19 student, teacher, or staff member.



WA will initiate a 14 day quarantine of the at risk individuals. This is the school's best defense against further spread of the viral illness.

It is important to note, the public health department has used contact tracing for decades to identify a person with a communicable illness, isolate that person, and quarantine others with high-risk exposure to the infected person to prevent disease spread.

School Closure – Distance Learning

It is our intention to keep the school campuses open unless excessive absenteeism warrants closure or government authorities mandate school closure.

Key components of WA's distance learning will be based on best practices which include:

- Continuity in learning
- Instruction and support for social and emotional well-being
- Spiritual growth
- Structure
- Combination of instruction through videos, applications, Zoom, Google Classrooms, etc.
- Student attendance – each day teachers will confirm attendance of their students by class and/or period

Additional details will be provided should we need to return to Distance Learning. It is our goal to remain open with the safety and health of our constituents in mind.

