



## **Arrow Academy of Excellence In-Person Instruction Detailed Policy/Procedure Changes**

The following is a detailed list and description of altered policies and procedures that are being put into place at Arrow Academy of Excellence Charter School to adhere to the guidelines issued by state and local county public health officials. Due to the fluidity of the pandemic situation, this is a living document. These policies and procedures will continually be assessed in action and modified as needed. Upon their return, teachers and staff will be trained on all our new procedures, as well as recognizing symptoms of student illness.

It cannot be stressed enough that our ability to come back to in-person instruction at Arrow Academy is dependent upon all our families being diligent and complying, not only with these school guidelines, but also with state and local mandates currently in effect while outside of school, including following social distancing restrictions, hand-washing, going out only for essential business, and wearing a face covering when in public. We must continue to collaborate together and do our part to help slow the spread of COVID-19. Parents must also closely monitor their students at home for any signs of illness and keep them at home.

We will be implementing a hybrid learning plan. Students will be placed in A/B cohort. Each class cohort will be kept at 10 or less to maintain social distancing. Once students are placed in a cohort, they must remain in the assigned cohort. Cohort A will meet on Monday and Tuesday; Cohort B will meet on Wednesday and Thursday. All students are virtual on Friday.

### **Dress Code, Devices, and Medication**

Students must wear uniforms: School colors are Hunter Green, Gold, and White; School Uniform: Gold, hunter green, or white top with collars or turtleneck (Arrow's emblem, optional) Khaki, black, or navy-blue bottoms; T-Shirt with Arrow emblem, walking shorts must be knee length, shorts can be worn underneath skirts, leggings cannot be worn as pants, Mid-section cannot be visible when seating or standing, closed-toe shoes for recess, no dangling earrings for safety reasons.

Students must bring their school issued device with case and cords each day of attendance. Students are allowed to bring their own lunch. Please prepare lunches that do not require heating or refrigeration. Staff will not heat or store student lunches in the school's refrigerator. Please send bottle water with your child. Due to safety precautions, students will not be allowed to drink from the water fountains.

If your child requires medication (including oral, EpiPen, inhaler, etc.) during the school day, you must submit a signed parent authorization form.

Dismissal is at 3:00 pm.

### **Morning Arrival (Teachers)**

The following procedures must be completed before a teacher may proceed to their classroom or inside the school office each day.

- Teachers must fill out the health screening questionnaire digitally using the Raptor system located at the front desk.
- Teachers must temperature check themselves with the wall-mounted thermal scanner in the main office and record their temperature reading on the google form (*must be below 100.4*).
- If a teacher is unable to pass the health questionnaire or the temperature check, they must notify the office and administration and return home.

### **Morning Arrival (Students)**

- Parents should drive up on Semmes and stop at the front entrance to wait for their child(ren) to exit the vehicle. Please put on your hazard lights (blinkers) to notify cars behind you that you have stopped.
- Do not drive off until we have taken your child's temperature and given you the sign to drive off.
- Parents will not be able to walk students into the building or to their classroom.
- The child's temperature will be taken prior to entry.
- Breakfast will be served at 7:30-7:50 each day in the classroom.

**Note:** Staff and students will also be monitored throughout the day for signs of illness. Those that have a fever or show other symptoms will be sent home. The school has designated the school Parent Center (behind the secretary's office) to isolate students and/or staff who display potential symptoms for COVID-19.

### **Afternoon Pick-up**

Parents will drive up on Semmes and stop at the front entrance to wait for their child(ren) to enter the vehicle. Please put on your blinkers to notify cars behind you that you have stopped.. We will not allow students to cross the street on Semmes at dismissal.

- Students will no longer congregate in the cafeteria as a whole school to wait for their parents' vehicle. They will wait in their assigned classrooms (except for grades 3<sup>rd</sup>- 5<sup>th</sup>).
- As parents pull up to Arrow on Semmes at the front entrance, a staff member will notify inside staff.
- Students will then proceed outside the school to safely enter their parent's vehicle.
- Students not picked up after school (20 minutes grace period) will be escorted to and checked into Aftercare for a fee.

**Note:** At this time all students must be picked up through the carpool line. Please do not park your car across the street and walk in to pick up your child unless specifically requested to do so by the school.

### **Physical Plant Changes**

- The entire school building will be equipped with new Ion Generators in each HVAC system to continually purify the air stream in each class and common areas.
- All HVAC filters have been upgraded to high-end MERV 13 filters and routinely changed.
- Classroom windows and doors can remain open while in use to increase ventilation, weather permitting.
- The outside service counter for the main office has been installed (with a plastic shield) in the event families and visitors have to come into the office and conduct school business.
- Signage is being placed around the school to remind students, staff, and visitors of proper social distancing guidelines, mask wearing, hand washing, and additional ways to help keep everyone safe.
- Floor decals are being used to help promote the proper flow of traffic and social distancing.
- All fabric common use chairs are disinfected daily.

### **Classroom Environment and Social Distancing**

- Teacher and other staff desks are at least six feet away from student tables/desks.
- Clear desk shields have been purchased to increase safety between students.
- Each class will be their own cohort. This will help with contact tracing and minimize contact.
- Teachers will implement distance procedures into classroom routines, including packing/unpacking for the day and the turning in of assignments.
- Whenever possible, teachers will rotate to the students rather than students getting out of their seats to come to the teacher.
- Curriculum will continue to be digital to reduce the touching of surfaces.
  
- Until further notice, all school field trips have been canceled.

### **Lunch/Recess Routines**

- Each class will eat lunch in their class to minimize movement throughout the building.
- Tables will be disinfected after eating.
- For recess, classes will be allowed to use the outside space one class at a time to ensure social distancing.
- Classes will not share play equipment.
- Outside play routines will be restricted to minimize contact and maximize distancing.

- To minimize the flow of students using restrooms at the end of recess/lunch, students will need to return to their classroom first and then the teacher will control the flow of traffic to the restroom.

**Hygiene, Cleaning, & Disinfecting**

- Teachers/staff will encourage regular proper handwashing.
- Hand sanitizer stations are in every classroom and in common areas. The cafeteria has wall-mounted stations.
- Time has been built into the school schedule to allow multiple opportunities for students and staff to wash their hands, including, but not limited to before and after eating, after using the restroom, after outdoor play, and before and after any group activity.
- Greatly limiting the sharing of supplies and play equipment.
- Students will be required to have their own pencil box/case with all their school supplies in them.
- Drinking fountains will not be available for use. All students should bring a full water bottle, labeled with name.
- Disinfectant wipes will be placed at all common use devices (i.e. photocopy machines, faculty room phone, etc.). All teachers must disinfect common use devices after each use.

Workspace (i.e., desks, chairs, classrooms, office)	At the end of each use and day
Appliances (i.e., refrigerators, microwaves)	Daily
Electronic Equipment (i.e., copy machines, shared computers/devices, printers, telephones)	At the end of each use and day
General Used Objects (i.e., handles, light switches)	Twice a day
Student and Teacher Restrooms and Faucets	Twice a day
Common Areas (i.e., Cafeteria, Break Rooms, Offices)	At the end of each use and day
Playground Equipment and Other Supplies	At the end of each use and day

**Face Coverings**

- Face coverings (masks or, in approved cases, face shields) will be required for all staff, contract workers, and visitors.
- The allowed number of visitors and volunteers will also be greatly reduced and restricted
  - All volunteers/visitors on campus will also be subject to health screenings and temperature checks.

- Face coverings are required, for **all** students (should be labeled with names; keep extra in backpack).
  - Students in grades K-5 are strongly encouraged to wear a face covering if they can wear it properly. If not, students in these grades are allowed to wear a face shield instead, however, this must be discussed with the principal ahead of time.
  - Students must wear them when coming to and from school, moving to other areas around school, movement throughout the classroom, seated at their desks, and during minimal outside play.
  - Students may remove their face mask when eating.
  - If a student is unable to wear a cloth face mask due to health reasons, the family must provide a doctor's note outlining the health reason and discuss with the administration the alternative use of a face shield instead.
  - During times of phonemic instruction and assessment, students and staff may utilize a face shield instead of a face mask.

### **Withdrawal from in-person learning to full virtual learning**

You may choose to withdraw your child from in-person learning back to full virtual learning at the end of a reporting period. Once that decision is made, they must remain in virtual learning until the end of the next grading period.

### **Termination of In-Person Learning and return to full virtual learning**

Refusal to follow the guidelines established in this addendum can be grounds for termination of in-person learning. Examples include but are not limited to:

- Failure to comply with wearing a mask.
- Failure to comply with washing their hands or child's hands upon arrival to the classroom.
- Failure to accurately disclose symptoms and/or illnesses.
- Administering fever reducing medications without notifying the school.
- Repeated exposure to COVID-19.
- Missing over 50% of in-person learning during a reporting period.

### **After Care**

After Care personnel will be implementing the same procedures as those in school, including social distancing, staying with grade-level or siblings, and face coverings.

- Due to new arrival procedures for school, we will no longer be able to provide extended care in the morning before school.
- After Care will take place in the cafeteria where they can properly social distance from each other.
- The sharing of supplies and games will be greatly limited and regularly disinfected.
- Dinner and a snack will be provided during aftercare.
- A form must be submitted and approved to attend after care.

- There is a cost associated with attending after care.

### **Procedures for Symptoms/Exposure/Positive Cases/Testing**

The following represents the protocols and procedures recommended by the Center of Disease Control (CDC) in regards to situations of potential exposures, positive test cases, and when staff or students exhibit potential symptoms of COVID-19. **A flow chart that illustrates these protocols in further detail follows.**

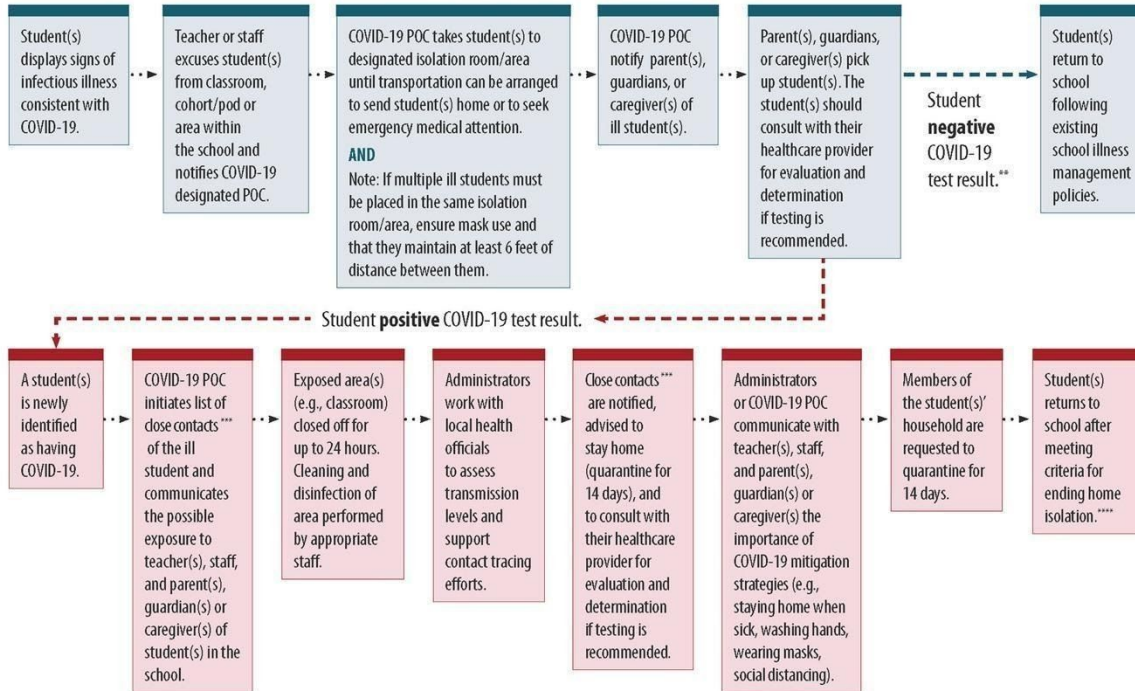
- Staff, students, or other adults on campus that display potential symptoms of COVID-19 will be isolated and sent home.
  - It is important to note that many of the COVID-19 symptoms are similar to other ailments.
  - Students, staff, and volunteers/visitors must be symptom free without medication for at least 24 hours.
  - According to the CDC, the key symptoms to look for are a temperature of 100.4 degrees or higher, sore throat, new uncontrolled coughing that causes difficulty breathing, diarrhea, vomiting, abdominal pain, or a new onset of a severe headache, especially with a fever.
  - If an individual displays symptoms outside of normal range, including chest pains, trouble breathing, or other more severe symptoms, the paramedics will be called.
- If a student or staff member has been exposed to someone who has tested positive for COVID-19, the student or staff member must quarantine at home for two weeks, shifting to distance learning during that time.
  - It is expected that if a student or staff member has been exposed to someone who has tested positive for COVID-19, the administration must be informed immediately.
- If someone in the school (staff or student) tests positive for COVID-19, their entire cohort must quarantine at home for two weeks, shifting to a whole class distance learning plan.
  - All guidelines for informing AAE and any health department officials will be followed.
  - Parents will receive a letter informing them that someone in their child's cohort has tested positive for COVID-19, however, due to HIPAA regulations, families will not be informed of the identity of that person.
  - If a cluster of three or more positive cases occur within fourteen days, the school will consult with SCHD and SCS officials about whether the entire school should temporarily shift back to Distance Learning.
- Students and/or staff members who test positive for COVID-19 will not be able to return to school until they have met CDC criteria to discontinue home isolation, including at least 3 days with no fever, symptoms have improved and at least 10 days since symptoms first appeared.
  - When a student or staff exhibits COVID-19 symptoms, the student or staff member will be sent home and testing will be recommended.
  - School employees and students who need testing should either go to their health care provider or a state-operated/community testing site.
  - If a student does not have a primary care doctor or you feel will have difficulty accessing testing, please contact the SCHD at 901-222-2300 and a PHN (public health nurse) can help facilitate testing.

The following three individuals are the school's point people for relating to COVID-19 issues:

o 901-207-1891

- Jamaica Pryor ([Jamaica.pryor@aaemail.org](mailto:Jamaica.pryor@aaemail.org))
- Undria Cage ([undria.cage@aaemail.org](mailto:undria.cage@aaemail.org))
- Andrea Mayfield ([Andrea.mayfield@aaemail.org](mailto:Andrea.mayfield@aaemail.org))

## WHAT TO DO IF A STUDENT BECOMES SICK AT SCHOOL OR REPORTS A NEW COVID-19 DIAGNOSIS\*



CS 1119663 A August 31, 2020 1:11 PM

**Note:** COVID-19 POC = the designated point of contact (a staff person that is responsible for responding to COVID-19 concerns, such as a nurse)

\* Scenario based on geographic area with community transmission of SARS-COV-2 the virus that causes COVID-19.

\*\* With no known close contact

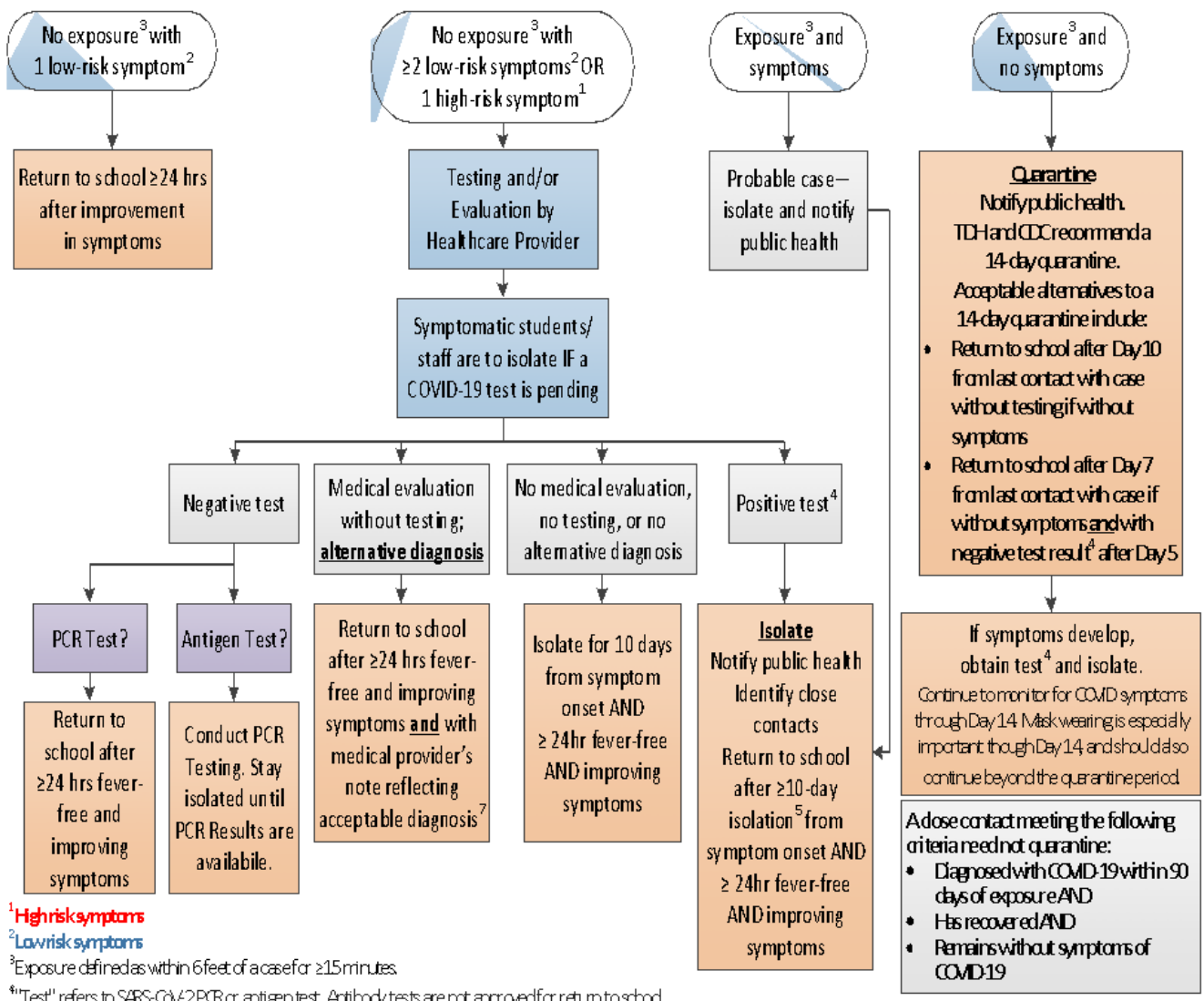
\*\*\* Close contact is defined as someone who was within 6 feet for a total of 15 minutes or more within 2 days prior to illness onset, regardless of whether the contact was wearing a mask.

\*\*\*\* Student can end home isolation after meeting all of the following three criteria: at least 10 days since symptoms appeared, at least 24 hours with no fever-reducing medication, and symptoms have improved.

[cdc.gov/coronavirus](https://cdc.gov/coronavirus)



**Public Health COVID-19 Return to School Decision Support Algorithm** – Symptoms of COVID-19 include the following: **new cough, difficulty breathing, loss of taste or smell, fever (>100.4°F)<sup>1</sup>, chills, congestion/runny nose, nausea/vomiting, diarrhea, sore throat, headache, myalgia, fatigue<sup>2</sup>**



<sup>1</sup>High risk symptoms

<sup>2</sup>Low risk symptoms

<sup>3</sup>Exposure defined as within 6 feet of a case for ≥15 minutes.

<sup>4</sup>"Test" refers to SARS-CoV-2 PCR or antigen test. Antibody tests are not approved for return to school.

<sup>5</sup>Consult CDC guidance if severely ill or immunocompromised.

<sup>6</sup>Consult CDC guidance if household contact.

<sup>7</sup>Examples of acceptable diagnoses would include fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poisonivy, etc. Diagnoses of respiratory and viral conditions such as allergic rhinitis, seasonal allergies, upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, viral illness, etc., **DONOT** exclude the diagnosis of COVID-19 and **DONOT** justify return to school.

Adapted from Washington University 8/18/20

**Please complete the following**

I certify that I have read, understand, and agree to comply with the provisions listed in the AAE COVID-19 Protocol. I acknowledge that failure to act in accordance with the provisions listed within this document could result in termination of in-person learning. I acknowledge that it is my responsibility to follow all procedures contained in this document, and school notifications, as guidance changes. If it is determined that my family unnecessarily or repeatedly exposes another employee, child, or their family member to COVID-19, **the student will return to full virtual learning.**

**Child's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Child's Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Parent's Name:** \_\_\_\_\_

**\*\*By completing this form, you acknowledge that you have read, understand, and will comply with the protocols listed within.**