



Providence Academy Campus Re-opening Procedures Revised 7.31.2020

Providence Academy will start school in-person on August 10th, if legally permitted. The following procedures ensure that we are able to do our part to protect our students, staff, and their families, and to meet the requirements set by applicable government authorities. As always, these procedures are likely to be adapted between now and the start of school, and throughout the school year.

School Expectations

1. Cleaning

All classrooms, hallways, and common areas will be cleaned daily after school. High traffic areas will be cleaned more frequently throughout the day.

Cleaning throughout the day using Force of Nature (a nontoxic EPA-registered disinfectant)

- Teachers will wipe down door handles, light switches and communal desks/tables before school starts, before lunch, and before dismissal.
- Upper School students will learn to properly wipe down their own desks before lunch and dismissal, or when classes are changed.
- Lower School students will learn to properly wipe down their own desks before lunch and dismissal.
- Facilities Staff will wipe down the following common area surfaces before school starts, before lunch, and before dismissal:

-Restroom handles, interior/exterior building door handles, common desks and tables.

-These cleanings will be scheduled and tracked throughout the day.

-Air purifiers will be provided in each classroom.

Water Bottles

Water Bottle Refill stations will be installed to the water fountains in the Lower School Building.

- Lower School Teachers will help fill student bottles as necessary.
- Upper School students will fill their own water bottles as necessary throughout the day. Filtered water will provided via the kitchen faucet in the Upper School Building.
- Facilities Staff will wipe down water stations every hour.

Cleaning after school

- Appropriate cleaning products will be used to clean classrooms and common areas thoroughly.
- Staff and Teachers are asked to leave campus by 4:00 PM each day at the latest for the 2020-2021 school year.

2. Hand Washing

Opportunities for extra hand washing and/or hand sanitizing will be built into the academic day for all students.

- Students will be reminded both when to wash hands (after a sneeze, cough, blow nose, etc) and how to wash hands (see parent expectations.)
- We will encourage the use of soap and water when possible.
- Students will wash hands or use sanitizer before Lunch and upon completing Recess, Specials, and Lunch.
- Upper School students will visit the restroom and wash hands during designated breaks throughout the school day.
- Hand sanitizing stations will be at all entrances in both buildings. Hand sanitizer will also be made available in each classroom.
- Students are allowed and encouraged to bring a personal sanitizer of their choice.

(The use of shared supplies will be limited. Students will use their own supply boxes in the classroom. Parents will have the opportunity to purchase individual supply boxes for Art.)

3. Face Coverings

Face coverings for 5th grade students and Upper School students as well as parents, visitors, and staff will be required indoors in accordance with government mandates. Face coverings will be optional for students in grades K4-4th grade, not required. If government mandates are lifted, face

coverings will be optional for all students, parents, and staff.

Face coverings could include masks, cloth coverings, and clear visors.

Medical exemptions to face coverings with a physician's note will be honored.

- PA will provide each student with a washable Gaiter that can be used as a face covering throughout the school year. Please write your student's name in sharpie on the gaiter.
- Parents may choose to send their students with a different face covering if they wish.
- Clear visors that allow faces to be seen will be provided for our teachers, and are allowed for students as well.
- Since social distancing is possible outside, masks will not be required during recess or outdoor learning. Students will be encouraged and allowed to step outside between classes and remove face coverings.
- Parents may instruct their own students to wear the face covering more frequently than what is required by the school.
- Face coverings requirements may change throughout the year.

4. Arrival Procedures

Before coming to school parents must screen their children for COVID-19 symptoms (see end of document) and take their child's temperature (without fever-reducing medication.) Staff members are required to do the same. Temperatures must be below 100 degrees F.

- In order to avoid crowded hallways, we will modify our drop-off and pick-up procedures. Details will be shared during Parent Training.

5. Social Distancing

Students will be encouraged to social distance when appropriate and possible.

-Students will utilize one classroom per grade level throughout most of the school day. Teachers will move from room to room, with face coverings, when needed. Teachers will sanitize or wash hands before entering a new classroom. (Exception: Students will have class in the Art and Music classrooms. These classrooms and equipment will be sanitized between classes.)

-Plastic table/desk dividers will be utilized in grades 5 and up to provide students an opportunity to lower their face coverings while sitting in class.

-Outside learning and recreational breaks will be encouraged throughout the academic day especially for the students wearing face coverings. PA has purchased two large pop-up canopies with outdoor chairs and fans to accommodate outdoor learning.

Chapel – Students will attend Chapel in the Sanctuary during their scheduled times (K4-5th, Middle School, High School.) The Sanctuary affords us the opportunity to space out as needed. At this time, parents are asked to refrain from attending Chapel.

Lunch

- Students will eat lunch outside as the weather permits. Extra picnic tables will be available in our covered outside eating area. Inside lunch will take place in our lunchroom area in the foyers. The Upper School will also have an inside lunch area set up.
- Lunch visitors will not be allowed until further notice.

Special Events

- Specific requirements for Events will be communicated in advance of each event and will align with current state and county guidelines.

Dismissal

Specific dismissal procedures will be communicated during Parent Training.

6. Notification

If the school is made aware of a lab-confirmed COVID-19 case among our students or staff, we will notify applicable families, consult with local health authorities, and implement an appropriate plan.

- If a student is quarantined or self-isolating at home, the student may join the on-campus class via Zoom.
- Teachers will post handouts for the week on Renweb for students who are quarantined or self-isolating.
- The school may close a grade level or building if multiple cases are confirmed within the grade level or building.

If closing a grade level or building:

- Students will self-isolate for 10-14 days.
- Building will be cleaned.
- Distance learning will be available for a class that is self-isolated at home.
- If a class is quarantined but the teacher is able to remain on campus

- due to the use of mitigating efforts, a teacher may broadcast from the classroom to the quarantined students at home.
- If a teacher is quarantined and develops symptoms, the class will be notified. If the class was not exposed, a substitute will be hired to teach the class and the class may continue to come to campus.
 - If a teacher is quarantined and remains without symptoms, the teacher may broadcast to the class from their quarantine location. A substitute will be provided to help with the broadcast into a classroom from a quarantined teacher.

Parental Expectations

1. Teach your children when to wash hands (after a sneeze, cough, blow nose, etc) and how to wash hands.
2. Take your child's temperature each school day before leaving home. Temperatures must be below 100 degrees F.
3. If your student exhibits any COVID-19 symptoms, they must remain at home. (Perfect Attendance Awards will not be given for 20-21.)
4. If your student exhibits any COVID-19 symptoms while at school, the student will be moved to an isolated area and wear a clean school-provided face covering. The parent is expected to pick up their child immediately.
5. If a student knowingly comes into direct personal contact or close proximity for a significant amount of time with a confirmed case of COVID-19, the student is expected to self-isolate, contact their doctor, and notify Alissa Mauldin immediately.
6. If a student tests positive for COVID-19, notify Alissa Mauldin immediately.

If a student is sent home with a symptom listed below, the student may return to school when one of the following are met:

- Note from a doctor confirming symptoms are not due to COVID-19
- Negative COVID-19 test

COVID-19 Symptoms

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Headache
- Chills
- Sore throat
- Shaking or exaggerated shivering
- Significant muscle pain or ache
- Diarrhea
- Sore throat
- Congestion or runny nose
- Nausea or vomiting