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# Heritage Academy

## Re-Entry Procedures

### **Rigor - Responsibility - Relationship**

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The safety and well-being of our Heritage family is our top priority. We have been hard at work all summer to ensure a safe start to school. Our mission is to share a Christ-centered education with our students and families, and we are committed to continue our mission with safety our top concern. Sources Guiding our Decisions:

- Center for Disease Control and Prevention's recommendations
- Georgia's Governor's July 15 Executive Order for public schools
- Harvard's School of Public Health's Risk Reduction Strategies for Reopening Schools
- The American Academy of Pediatrics' (AAP) COVID-19 Planning Considerations: Guidance for School Re-entry

### **COVID-19 Health & Wellness Policies**

#### *Updates*

Updated on September 9, 2020 to reflect two positives in a classroom to warrant a classroom switching to remote instruction.

Updated on January 5, 2021 to reflect no longer offering a distance learning option full-time.

#### *Health & Wellness Precautions*

All Heritage Staff and Students are required to stay home if they are feeling symptoms associated with COVID-19. These are: fever, cough, muscle aches, sore throat, shortness of breath, loss of smell or taste, new or unusual headache, nausea, vomiting, diarrhea, fatigue or loss of appetite. Keep your child home, and notify the front office and your child's teacher. Follow the Heritage Academy Decision Tree (page 7).

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## Temperature

All students and staff will have their temperature checked each day upon reporting to school. A fever of 100.4 or above will not be admitted to school. After one reading, the staff or child will be provided a re-take. If a student or faculty member still has fever, the staff member will go home, and a student will be isolated with a mask on and parents will be called for pick-up as soon as possible.

## Masks

Heritage is providing safe, comfortable masks for all staff and students. All students and staff will be required to wear masks<sup>1</sup>. Masks are mandatory for arrival and dismissal. Students grade four and under will wear their masks “on the move” — this means in hallways or moving between spaces, or when desk shields are down. Students in grade five and above will wear masks all day, with breaks, and no masks for outdoor recess and P.E. and while eating lunch. If a student or staff member forgets his mask, a mask will be provided. While teaching, teachers will have on a face shield or mask. Teachers may remove masks when behind the shield at their desk or on a break.

## Cleaning

Extra measures for cleaning and sanitation have been implemented. The school common areas, bathrooms, and frequently touched surfaces will be cleaned daily between 11:30 - 2:30, and classrooms and the whole school will be cleaned nightly from 5:30 - 8:30pm. We have eliminated water fountains and will use water bottle filling stations instead. ***Please provide a labeled water bottle for your child every day.***

## Hygiene

Staff will be emphasizing and training students on proper hand hygiene and covering coughs and sneezes. Automated faucets and soap and hand towel dispensers are new

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<sup>1</sup> <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-face-masks-what-you-need-to-know>

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features in our bathrooms. We are installing seven new hand sanitizer stations strategically throughout the building to encourage hand hygiene. We have secured desk shields for all students and teachers for classroom use, and the student shields are portable if needed.

### *Social Distancing*

Extra measures have been taken for social distancing. Extra furniture has been cleared out of teacher rooms and put into PODS. Student desks are facing one direction and are distanced as much as classroom space allows. Student three-sided desk-shields will provide an extra layer of precaution.

### *Limiting Groups (Cohorting)*

Heritage Academy is taking care to limit groups of students. Lunch will be in student classrooms, at their desks, or outside socially distanced. We will not have chapel gatherings. Students will have the opportunity to rotate for in-person chapel one grade at a time, socially distanced with masks, and the rest of the school will attend virtually in their classrooms.

### *Middle School – Limiting Groups (Cohorting)*

Heritage Middle School will be together outside for recess before school and at mid-day, may eat lunch outside socially distanced, and will be meeting in small groups of nine or less in advisories. Middle School students will wear masks, except when eating, at recess or taking breaks outside. Middle School students will transition between rooms for subjects, with desk sanitizing between classes. Students will take their personal desk shield with them from class to class. ***Middle School students may bring a rolling back pack this year.*** They will need to bring their things from class to class, as lockers will not be used to enable social distancing. Materials will not be shared, and students will have protective Chromebook cases with handles and names on them this year. Middle School students will be trained on social distancing.

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## Lunch

Students will have lunch in classrooms or outside, socially distanced. ***Please provide a beach towel (with your child's name on it)*** for your student to use when eating lunch outside. We will send them home for laundering as needed. The late lunch cart will be outside the front office to limit visitors. If you leave a lunch on the late lunch cart, please notify Ms. Johnson. ***No microwaves will be available, please bring a ready-to-eat lunch.*** Pizza (+fruit and drink) will be available at \$3 for one slice and \$5 for two slices. Ice cream will be available for purchase (\$1). These will be delivered to classes each Friday (excluding early release days). Please try to purchase at least one day in advance.

## Visitors

Parents and volunteers will not be admitted to the building out of an abundance of precaution. Very limited, essential visitors (e.g. plumber fixing a leak, IT needs, etc.) will be screened using our screening document, and will be scanned for temperature before admittance. Parents and guardians who need to pick up a student will need to call the front office and the student will be brought outside to you.

## Air Filtration

The school will be utilizing a newly-installed ionizing air filtration system called Needlepoint Bipolar Ionization, manufactured by GPS and installed by GoldMech. The system will run constantly to filter air throughout the building.

## Individual Supplies

Using the Activity Fee provided by parents, students will be provided with individual school supplies such as pencils, crayons, markers, composition books, etc.. Each student has his own textbooks that he is responsible to bring each day. Heritage has secured Chromebooks for each child (one-to-one) from grade three through grade eight. Our art teachers have created individual art supply kits for each child. We have RAZ reading program to offer students a wide array of books, and we are establishing safe practices for library books.

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### *Drop Off / Pick Up*

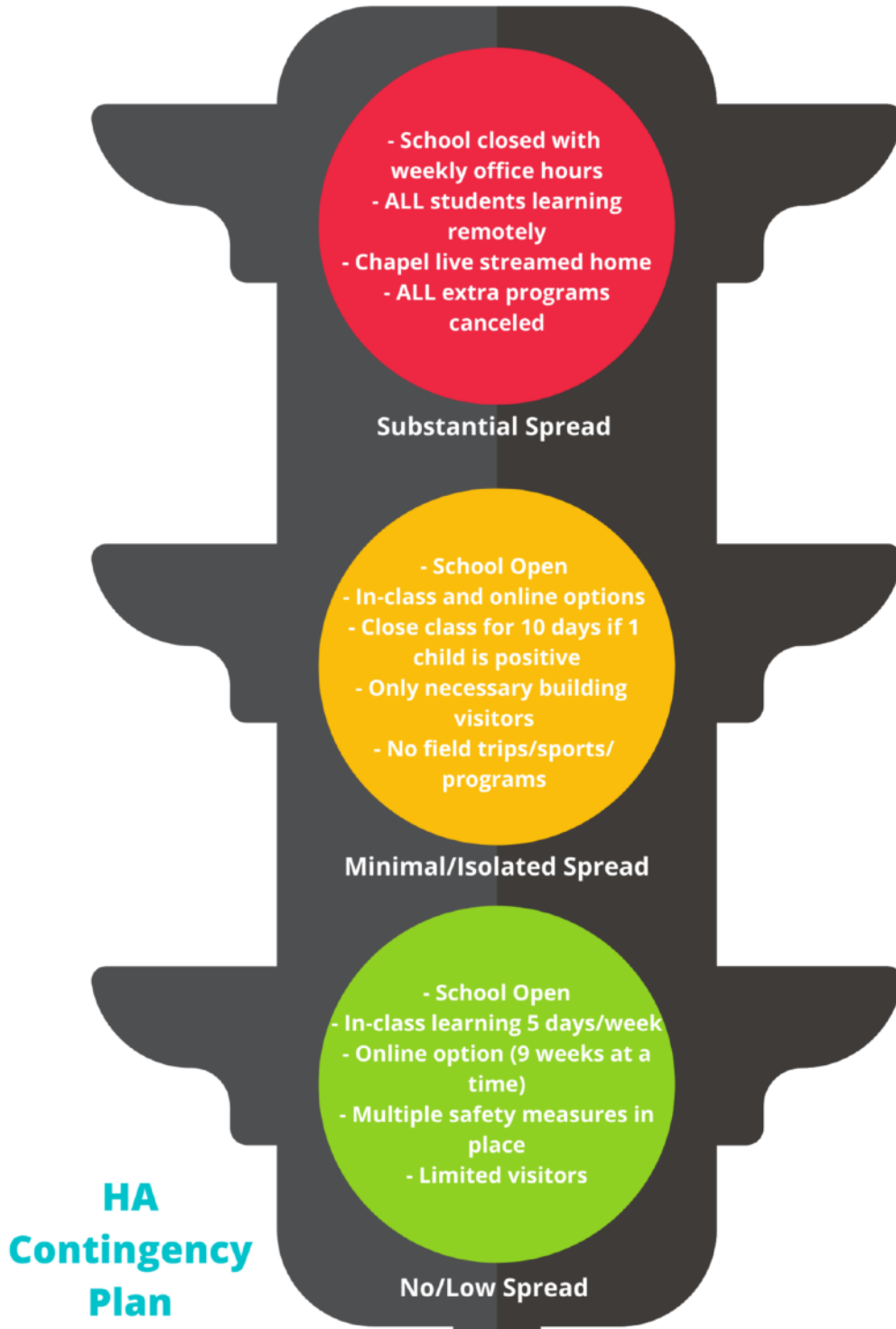
We have staggered pick-up to avoid crowds and prevent hallway congestion. We are utilizing multiple entry points and exit paths. Students in K-5 will go directly to their classrooms, and students in 6-8 will go through the cafeteria and outside. In the case of inclement weather, Middle School students will go directly to homerooms. It is important to stick to your staggered dismissal time. Please arrive at the time of your oldest child. K&1st: 2:45, 2nd: 2:50, 3rd: 2:55, 4/5th: 3:00, 6-8th 3:10.

### *Refuel*

Information on Refuel will be disseminated at Orientation.

### *Return-to-School Precautions*

If a student or staff member is COVID positive or presumed positive, all class members and other staff or students who have been in close contact with that staff member or child (defined by CDC as within 6 feet for 15 minutes or more) will be notified. If there are two COVID positive students or staff members in a class, that class will transition to distance learning for 14 days (10 class days).

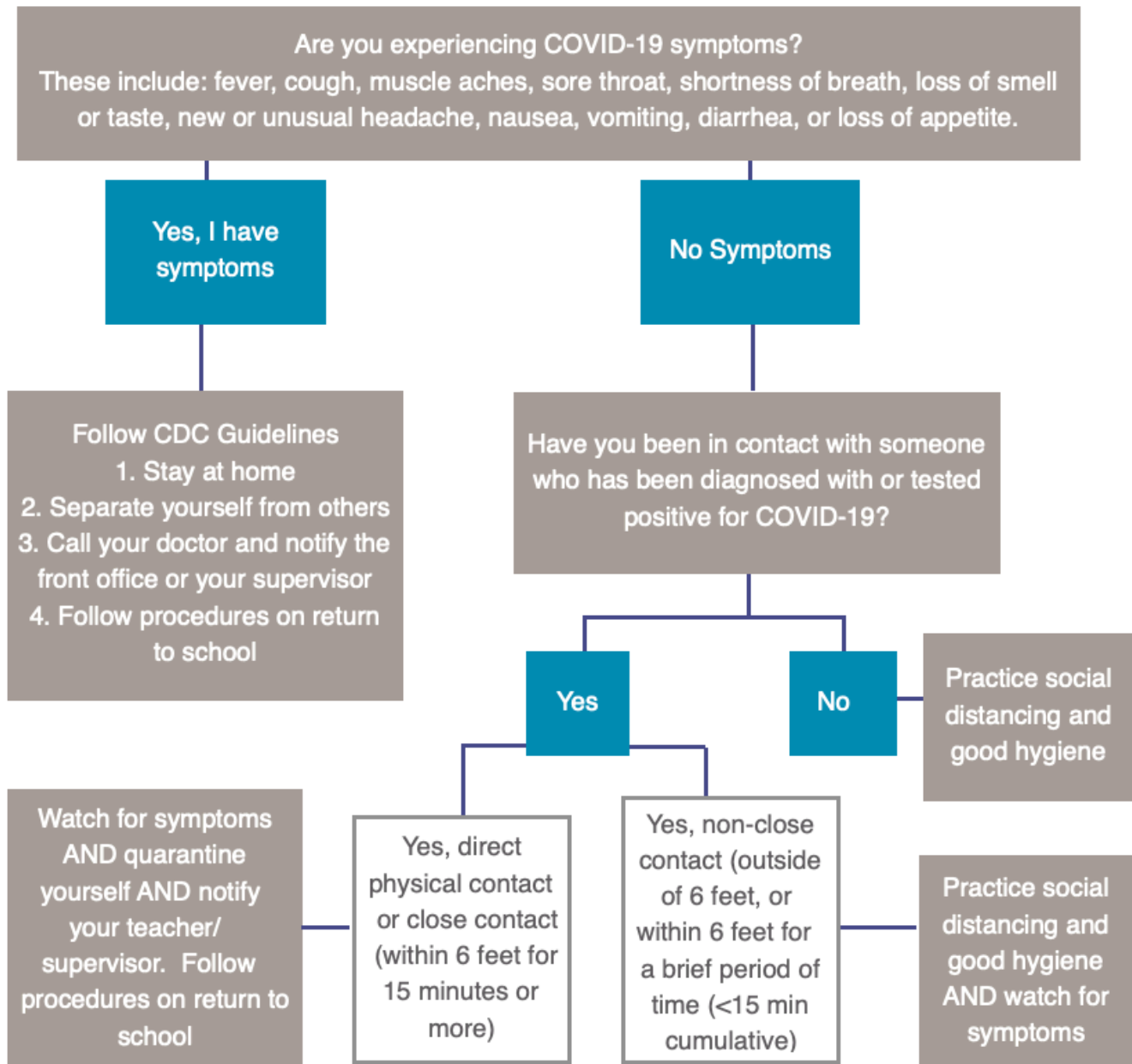


# Heritage Academy

## Staff & Student COVID-19 Decision Tree

### Rigor - Responsibility - Relationship

The safety and well-being of our Heritage family is our top priority. This is a decision tree that will guide our decision making regarding Heritage staff, teachers, and students.



January 5, 2021

\*\*Notice: Policies and practices are subject to change at any time with or without notice.

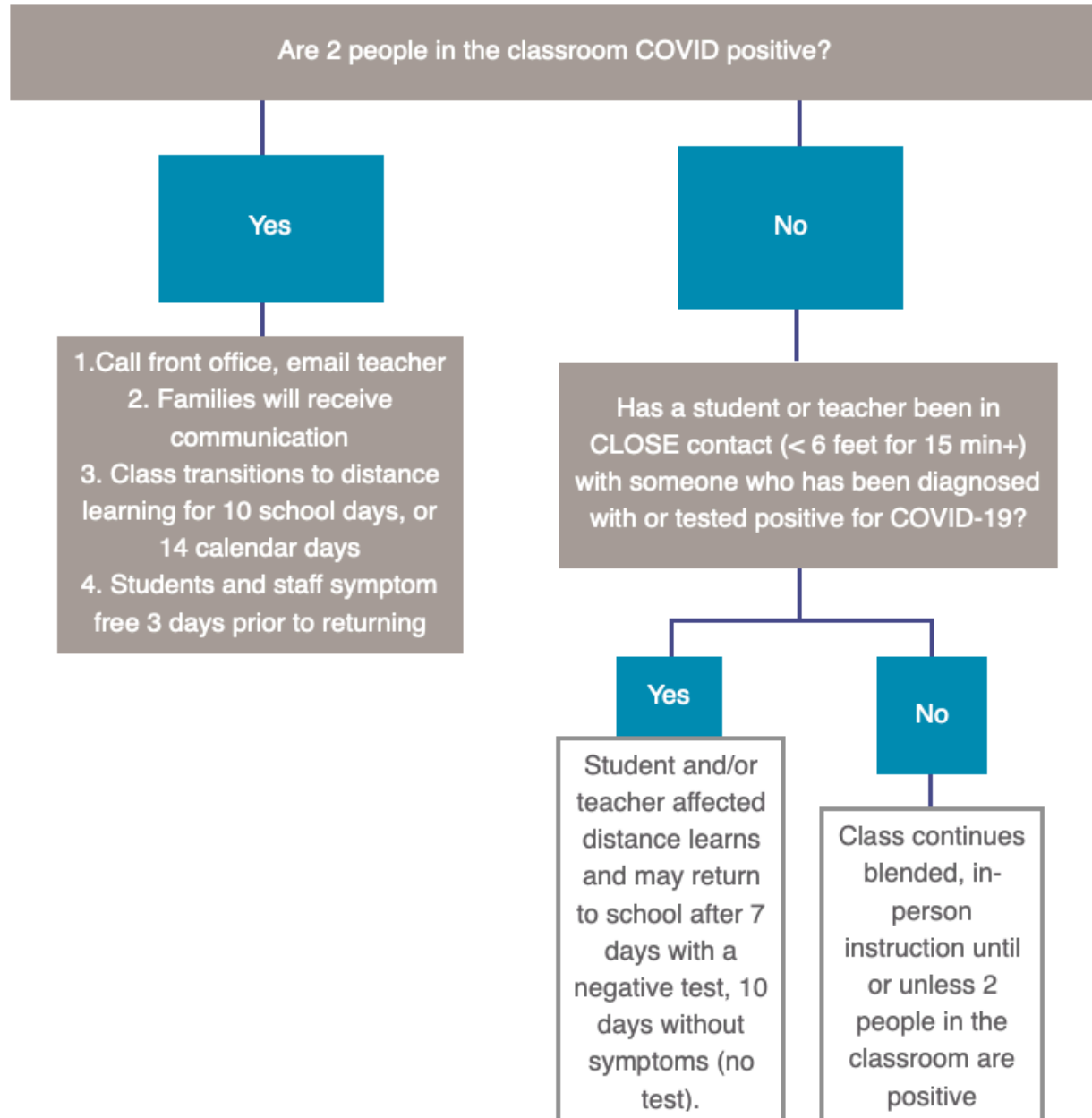
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# Heritage Academy COVID-19 Classroom Closure Decision Tree

## Rigor - Responsibility - Relationship

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The safety and well-being of our Heritage family is our top priority. This is a decision tree to guide our decision making regarding closing a Heritage classroom due to COVID-19.



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January 5, 2021

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*Distance Learning Option*

We realize a number of our students could be in a higher-risk category, or could have family members in a higher-risk category for COVID-19. We are empowering our families to make the best choice for their family through our distance learning option.

We will provide distance learners with a Chromebook or similar device on loan from school. They are responsible for repair or replacement of the device, if necessary. Distance learners will be provided school supplies of their own through the Activity Fee.

Distance learners will learn at the same time as their classmates (synchronous learning). They will be expected to attend from 8:30 - 3pm (with breaks for lunch, recess, and PE). Classrooms have been outfitted with cameras and teacher microphones to ensure students joining by computer from home can hear and ask questions easily.

We have a new Learning Management System (Schoology) that will be used for all grades to improve communication and assignment completion. This will improve upon last Spring and make distance learning easier for all grade levels and help ensure a more seamless experience.

Teachers have been trained in distance learning over the summer, and we will continue to improve in our distance learning delivery.

Attendance, classroom behavior, and uniform policies will apply the same as in-class instruction for all distance learners. Students will need to wear a uniform shirt, be alert and engaged, and be sitting at a desk or table as a work space. Good internet connectivity from home is essential.

Families must commit to an entire 9-week period with a re-evaluation at the end of the grading period. Families may choose to re-enter in-person learning at that time or continue distance learning for another 9 weeks.

- Students in grades K-2 will need *full-time* parent support and supervision.
- Students in grades 3-5 will need *significant* parent support and supervision.
- Students in grade 6-8 will be expected to have full-time independent participation, with *parent accountability and support*.

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## Frequently Asked Questions

**Q: What should I do if I feel sick and how do I come back to school when I feel better?**

A: If your student has fever, cough, muscle aches, sore throat, shortness of breath, loss of smell or taste, new or unusual headache, nausea, vomiting, diarrhea, or loss of appetite in line with the symptoms associated with COVID-19, *stay home* and notify Ms. Johnson and your teacher. If your your child is at school, they must notify their teacher and we will make arrangements for them to go home immediately.

If your child is positive for COVID-19 or presumed positive: The child may return to school when

- *at least* 10 days have passed since symptoms first appeared **AND**
- *at least* 3 days (72 hours) have passed since recovery, defined as a resolution of fever without the use of fever-reducing medications **AND**
- symptoms (e.g., cough, shortness of breath) have improved.
- all students must be cleared through the front office to return to school

If you are negative for COVID-19: You may return to work when you are symptom free with no fever reducing medicine.

**Q: What if my child has been in contact with someone who I know or suspect has the virus?**

A: If your child was within 6 feet of a person for 15 minutes or more who is known or suspected to have the virus, this is a first-degree exposure. Please keep your child home. Your child may return to school 7 days after exposure with a negative test on the 6th or 7th day, or after 10 days with no symptoms and no test.

**Q: What if I suspect someone in my household has coronavirus?**

A: This is a first-degree exposure. Please see the question above.

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**Q: What if my child has been in contact with someone who has been in contact with someone else COVID-19 positive?** (Example: child is in contact with a parent who had contact with someone who is positive.)

A: This is a second-degree exposure. Monitor your child for any symptoms. No further action is needed unless you have a first degree exposure, or your child develops symptoms.

**Q: What safety measures have been put in place to protect my child?**

A: The following improvements have been made to the school building:

- Temperature scanners at entrance of school
- Hand sanitizing stations throughout the hallways
- Water fountains replaced with water bottle filling stations
- Air filtration system added to the AC units
- Masks provided for all
- Mid-day and Night-time daily cleaning service

**Q: Does my child need to wear a mask all day?**

A: For students in grades 3 - 8, a mask will be required all day, except for breaks, eating, and time outdoors. For students in grades K-4, we will use masks “on the move” when coming into the building or leaving, or moving around the building.

**Q: Are the masks provided by the school reusable? When can I expect it sent home?**

A: Yes, they are reusable. They will be sent home daily. You can wash it as often as you choose. If an additional permanent one is wanted or needed, it can be purchased from the office for \$5.

**Q: What will classroom sizes be?**

A: Class sizes are 16-20. With some students choosing distance learning, that will reduce class sizes. Class sizes and room sizes vary.

**Q: How is “social distancing” being handled in the classroom?**

A: Distancing will be provided in the following ways:

- Children will be kept in their own classroom or with their own grade for most of the day
- Desks will be distanced as much as the classroom allows
- Every child will have their own clear, portable desk shield that will stay at their desk & go with them to other classes (i.e. art);
  - As much as possible, unnecessary “clutter” has been removed to allow distancing

**Q: What are the procedures if my child is sick (not COVID)?**

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A: Follow the sick guidelines as referenced in the Parent Handbook, page 30 (we will also give these guidelines to you if your child leaves school sick).

### **Conclusion**

We value each member of our Heritage family and we appreciate our unity in the gospel, the love and care you have for your children and their safety and development, and your partnership and trust with us as educators. We believe that by supporting each other and caring for each other and our unique needs, we will be built up together in love as the body of Christ. "There is no fear in love. But perfect love drives out fear" 1 John 4:18.

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