



COVID-19 Addendum

North Henry Academy
Covid-19 Policies for 2020-2021 Year

In anticipation of in-person and virtual instruction for the 2020-2021 year, the following procedures will be followed by parents/guardians, staff, and students at North Henry Academy. The list is a condensed version of the guidelines intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the K1-11th grades at our school. We recognize the grave responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff. *By working together, we can provide a safe environment for our faculty, staff, students, and their families. Thank you for your continued support!*

Special Note: Parents are required to sign the acknowledgement form at the end of this addendum indicating they understand and agree to all the terms listed prior to the start of school.

Basic Policies

- ❖ Students will have their temperature checked daily during carpool and must have a temperature of 100.4 or below for their parents to leave and the child admitted into the building. Temperatures will be taken by infrared thermometer (waiting on this to arrive) or temporal thermometer; and if needed, re-checked or confirmed by oral thermometer.
- ❖ NHA will utilize hand sanitizer, soap, disinfecting wipes/spray, and a Bright From The Start (BFTS)/Quality Rated (QR) bleach-water approved solution in addition to regular cleaning to properly sanitize and disinfect the

school. Sanitization of critical common areas will occur daily along with ongoing spot cleaning.

- ❖ Students and faculty will wash their hands frequently throughout the day to minimize the spread of germs, with emphasis on key risk points, such as snack times, pre-lunch and pre & post PE.

- ❖ There will be safety procedures enacted involving classroom set-up, visiting specials classes, such as music, art and tech classes, as well as larger gatherings such as lunch, chapel, and recess.

- ❖ Parents and outside visitors will be limited to business access only at the academy entrance and will be temperature checked before entering the main office in accordance with the same guidelines applicable to students. Unfortunately, we will be unable to accommodate lunch visitors or parents wishing to celebrate special events until further notice.

- ❖ NHA will provide training for virtual instruction which will be conducted through a combination of platforms, including but not limited to Microsoft Office Suites, Zoom Pro, and Gradelink for those students who have enrolled in the virtual school option.

- ❖ Rigorous policies have been put into place regarding symptomatic and exposed or potentially exposed students and educators. NHA reserves the right to refuse entry or send home anyone: (1) who has a temperature of 100+, (2) who has had known contact with anyone who has COVID-19, or (3) is showing signs of illness.

It is the goal of North Henry Academy (NHA) to make every effort to ensure the safety of its students, their families, the faculty, and administration. The guidelines enclosed in this addendum will be reviewed and continually updated as NHA receives more input and information from public health authorities. The addendum is based on the CDC guidelines, Department of Health, and Georgia's K-12 Recovery Plan. The guidelines are intended to ensure the safety of students, staff, and families while remaining flexible, responsive, and achievable in the K1-11th grades at our school. We recognize the gravity of the responsibility parents entrust us with and seek to partner with you to ensure the safety of all of our students, faculty, and staff. The plan addresses practicing prevention and procedures for entering school buildings, serving meals, transitioning between classes and spaces within the school, conducting large group gatherings, supporting teaching and learning, and protecting vulnerable populations.

As part of our partnership we request that parents act as the first line of defense and take responsibility for mitigating health risks in the following ways. Please keep your child home if any of the following occurs:

- Your child wakes up not feeling well or complaining of any pain or discomfort.
- Your child has a fever of 100.4 or above. (Your child must be fever free for 24 hours without medication before he/she can return to school.)
- Your child has experienced vomiting or diarrhea within the past 24 hours.
- If you, your child, anyone in your immediate family, or anyone who lives with you tests positive for COVID-19, the isolation procedures then recommended by public health authorities should be followed. Specifically, please keep your student quarantined at home for 72 hours, after a positive diagnosis of Covid-19, to make sure they remain symptom free. For those students with a confirmed case of Covid-19, please keep them at home for a minimum of 10 days from the point of diagnosis including being fever and/or symptom free for at least 72 hours.
- Understanding that every family situation is unique, NHA desires to offer a virtual learning option for those students whose family members may be more susceptible to the virus. This program will still offer the rigor of our regular in-school experience and details will be given to those students who need to opt for our distance learning. Should your student contract Covid-19 but be able to continue schooling, they will immediately be given access to the virtual learning connections in order to stay current with the class pace.

Morning Carpool Procedures

The following procedures will be adopted for each morning NHA is open for in-person instruction:

1. Our carpool team will meet you at your normal drop-off point ready to take temperatures of students. If student is cleared, then he/she will be allowed in the building.
2. A faculty or staff member will then escort the student to their appropriate waiting area where they will wash their hands and then proceed to the designated location.
3. If the student does not meet the thermometer check, the parent will move through the car line to a recheck position where they will be met by another member of the team who will recheck the temperature.
4. If a student's internal temperature is higher than 100.4, the student will not be allowed to participate in school on campus. Thank you, in advance, for understanding that the student would need to be taken home for rest and recuperation.

5. Other periodic temperature checks will be administered during the day and charted. Each class will have a daily schedule, to be determined.

Cleaning Procedures

**It is extremely important to make sure that all allergies are clearly reported on the students' documents and verbally communicated to the teacher, especially if someone has an aerosol or Lysol allergy. Also, it will be crucial for parents of asthmatic students to make their teacher aware of their condition so that extra care can be taken to protect their airways around cleansers.*

All bathrooms will be cleaned prior to school's opening, spot cleaned as needed and have a thorough wipe down during the school day between 11:00 am-12:30 pm. All classroom bathrooms will be cleaned throughout the day as needed. Additionally, each bathroom and the entire facility will be cleaned after school and made ready for the next day.

Handwashing Protocols

Frequent hand washing breaks will take place daily in all preschool and elementary classes where students will be required to wash their hands for a minimum of 20 seconds. Middle and high school students and employees will be reminded to wash their hands throughout the day for the same length of time especially after using the restroom, being outside, and before/after eating.

All students will be reminded to cover coughs and sneezes with a tissue and to place the tissue in the trash and immediately wash their hands. Hand sanitizer will be available throughout the campus and in each classroom. Students and staff are also encouraged to bring hand sanitizer from home to keep with their personal affects.

To promote COVID-19 protective measures, signs will be posted in highly visible locations. Ventilation systems will be monitored on a regular basis to ensure proper operation and the increased circulation of outdoor air as much as possible. Masks or face shields are highly recommended; however, they will not be provided by the school. Staff and students are responsible for providing their own masks. It will be up to each family to provide a clean mask for their student each day. Also, every student will need to have easy access to at least two clean masks in their book bags or

lockers. There will be times when teachers will need to ask each student to use a mask for various reasons, and the students will need to be prepared to comply. Each student's mask should be clearly labeled with their name. NHA reserves the right to deny any masks or shields that do not align with its mission, vision, core values, or Biblical tenets.

Classroom set-up

Based upon classroom configuration and to the extent possible, student desks will face in the same direction. Desks will be spaced out to provide distancing according to the safety and classroom footprint. The sharing of items that are difficult to clean or disinfect will be discouraged or have already been removed from student access. Traditional water fountains will be closed, so students and staff are encouraged to bring water from home. Non-essential student movement throughout the school day will be limited. Outdoor recess will be continued but the number of students gathered in one area will be monitored and separated when necessary.

Specials Classes

Students will still attend the various special classes including tech classes, music, art, Spanish, library, and P.E. Students will utilize hand sanitizer before entering any specials class and will also apply it upon exiting to their normal classroom when soap and water are not accessible.

Music & Art Classes

Music & Art classes will be held in the modular classrooms to accommodate distancing. Instruments, music, paint brushes, and other shared supplies used will be disinfected between classes.

Lunch

Lunch will continue to be eaten in the Cafeteria, following government guidelines. Children will be given ample space in the lunchroom to maintain healthy distancing. Students will wash their hands prior to coming to lunch and after clean-up. Special procedures have been put into place to safely distribute condiments, utensils, milk, etc. Personal lunch deliveries from outside vendors such as Door Dash, Grub Hub, or restaurant delivery will not be accepted at this time due to safety precautions and Covid risks. Every student will be responsible for cleaning their personal spaces prior to leaving the lunchroom. A faculty or staff member will clean and disinfect all table and seating surfaces between various classes. If the weather permits, teachers may take their students outside to eat at designated, pre-approved areas.

Chapel

Chapel will continue to take place each Thursday. Classes will follow distancing guidelines and have assigned seating sanitizing hands before and after chapel.

Visitors (by appointment only)

Parents will not be permitted to visit their child in classrooms or the lunchroom. As much as possible, conferences and other parent events will be held virtually. We apologize that we are not going to be able to accommodate parents coming for lunches, birthday celebrations, or parties. All visitors will be temperature checked in the main office before signing in to conduct intended business. To avoid excess people in the hallways and classrooms, packages, or forgotten student items (such as books, jackets, etc.) must be left at the main office. The items will be delivered to the student by a staff member. If a student forgets his/her lunch, a small but adequate lunch will be provided for the day and charged to his/her incidental account. Personal lunch deliveries from outside vendors will not be accepted due to safety precautions and Covid risks. If a student repeatedly forgets to bring lunch, the administration will discuss further policies for that family.

Field Trips

Off campus field trips will not occur during the first half of the school year. Field trips will be re-evaluated after the first half of the year.

Virtual Learning

This program will be available for families desiring online instruction or for the school at large in the event of class or school closure due to COVID-19. In preparation for this program, every student, K5-11th grade, will be allowed to choose their desired dates for the first semester. Family Orientation for the Virtual Learning Program will be offered the evening of Tuesday, August 11th in two different sessions via Zoom Pro according to the age of the student. Connection information will be sent to the families who have enrolled in the Virtual Learning model on or before August 11th with explicit instructions on how to connect.

In the virtual program, students will be expected to maintain the same level of decorum and conduct online as they would in the classroom. This includes, but is not limited to:

- Posting relevant questions and comments on the page.

- Turning in assignments by the due date listed.
- Using appropriate language and showing respect to the teacher when engaged online.

COVID Symptoms

When a student or employee suspects they have or has tested positive for COVID-19, those students and employees and immediate family must stay home if they have COVID-19 symptoms, tested positive for COVID-19, or have had close contact with a person with COVID-19 within the previous 14 days. Parents of students in the same class will be notified if a peer or the teacher tests positive. Class and teacher will be quarantined for 14 days and will continue their studies through the online program if able.

If you, your child, anyone in your immediate family, or anyone who lives with you tests positive for COVID-19, the isolation procedures then recommended by public health authorities should be followed. Specifically, please keep your student quarantined at home for 72 hours, after a positive diagnosis of Covid-19, to make sure they remain symptom free. For those students with a confirmed case of Covid-19, please keep them at home for a minimum of 10 days from the point of diagnosis including being fever and/or symptom free for at least 72 hours.

Understanding that every family situation is unique, NHA desires to offer a virtual learning option for those students whose family members may be more susceptible to the virus. This program will still offer the rigor of our regular in-school experience and details will be given to those students who need to opt for our distance learning. Should your student contract Covid-19 but be able to continue schooling, they will immediately be given access to the virtual learning connections in order to stay current with the class pace.

When a student or employee becomes ill at NHA

When a student or employee member develops any symptoms of illness consistent associated with COVID-19 (e.g., new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever of 100.4°F, chills, muscle ache, headache, sore throat, loss of taste or smell), the following protocol will be used:

1. The person will be isolated while they wait to be picked up or until they are able to leave the facility on their own.

2. The staff that is monitoring the student or employee with symptoms will practice social distancing and masking when possible.
3. The space used for isolation will be closed after the ill person leaves and will be re-opened after proper cleaning and disinfecting has taken place.
4. Any areas where the person is known to have been and items they have touched (e.g., individual desk, recently used toys, shared equipment) will be cleaned and disinfected.
5. The person cleaning will wear gloves when cleaning, and wash hands after removing gloves.

General cleaning staff precautions

The following are general minimum precautions for cleaning staff, given that community transmission of COVID-19 is occurring:

- Staff should not touch their face while cleaning and only after they can wash hands after cleaning.
- Cleaning staff should wear uniforms/designated work clothes and disposable gloves when cleaning and handling trash. Cleaning staff should change clothes at the end of a shift.
- Clothing worn while cleaning should be placed in a plastic bag until it can be laundered.
- Laundering should be done as soon as possible and done safely at home.

Sports

Volleyball will be played this year, according to the guidelines provided by the state and our regional governing organization. A limited number of guests will be allowed to attend the games according to prescribed large group gatherings and social distancing will be observed. Masks or face shields are recommended for those in attendance.

School Closure Procedures

In the event of a school closure, NHA will utilize the same procedures used for weather closures including:

- An email will be sent via Gradelink to every parent
- An announcement will be made on the school's website
- Posts will appear on NHA's Facebook Page

In the event of a state mandated closure, students will be sent home with any necessary supplies and textbooks at the close of the school day.

The policies outlined in this addendum are subject to change based on developments both within and outside the school. Parents are required to submit the written form attached to this document to indicate acceptance of these policies and their responsibilities under these policies.

By working together, we can provide a safe environment for our faculty, staff, students, and their families. Thank you for your support!

North Henry Academy's 2020-2021 COVID-19 Parent Acceptance Acknowledgement

I have read and understand the policies and procedures outlined in the COVID-19 Addendum and agree to follow and comply with them with regard to my child/children/grandchild/grandchildren/student. I understand that the policies will be evaluated and possibly changed due to the nature of the situation, and that any changes will be communicated to me through the school office. It is my responsibility to remain aware of these policies knowing they are meant to maintain the safety and wellbeing of my child and the staff and faculty of North Henry Academy.

(Signature of Parent/Guardian)

(Date)

(Signature of Parent/Guardian)

(Date)

The following students, for whom I am responsible, will need to wear a mask while on campus.

(Student Name)

(Student Name)

(Student Name)

(Parent Signature)

(Date)