



THE FLETCHER ACADEMY

Where unique learners flourish.

## TFA SCHOOL OPENING PLAN, ACADEMIC YEAR 2020-2021

COVID-19 Action Plan, v.5 - 8/7/2020 (may be subject to change)

### Section 1: Instructional options and design as TFA opens under Yellow Phase

#### 1.A. General overview:

Yellow Phase
<i>Moderate-level social distancing</i>
On-campus contact time will be reduced by following a truncated instructional day using a hybrid instructional approach: *Students report to campus for classes, OR they may optionally learn from home via Zoom if they or other family members are at-risk or sick. *Extension Time & Homework help (HWH) will be accessible from home via Zoom
Modified instructional schedule (see below)
MODIFIED after school schedule. After care ends at 4 PM. Sport practices/games on hold until public health & athletic conference guidance allows.
INFECTION CONTROL MEASURES: *Electrostatically applied bioPURE disinfection *MERV-13 filtration & GPS Needlepoint Bi-Polar Ionization *Standard nightly cleaning & surface disinfection *Temp checks upon arrival w/ non-contact thermometers *Instructional table disinfection each period *Hand sanitizer or hand washing required every class change *Student seating 6 feet apart *Employees wear masks at all times and use face shields and gloves when in close proximity for an extended period *Each student is required to bring and use a mask at all times

## 1.B. Preserving instructional time within a modified schedule:

Under Yellow Phase, the academic day has been modified to preserve levels of daily instructional contact time normally received by each TFA student, albeit within a truncated day. This is achieved in different ways for each division:

- ELEMENTARY – although we are retaining two daily play break periods, we have eliminated from each day 100 minutes of other non-academic instructional time, including:
  - Lunch and recess periods - 50 mins
  - Teacher office hours and extension time (this optional support time will still remain accessible to students from home via Zoom between 2:00 and 2:50 PM each day) - 50 mins
- MIDDLE & HIGH – we have shifted from six regular class periods to 3 double-length periods each day, AND we have eliminated 120 minutes of daily non-instructional time, including:
  - Homeroom - 5 mins
  - Class change break reductions - 15 mins
  - Lunch and free activity periods - 50 mins
  - Homework Hall (optional virtual homework support will remain accessible to all students from home via Zoom between 2:00 and 2:50 PM each day) - 50 mins

Modified schedules under the Yellow Phase are as follows:

- Elementary Students -

7:30–8:00	Students arrive & report to elementary room - parents may NOT accompany
8:00–8:10	Community meeting
8:10-8:55	Reading/Writing/Math
8:55-9:10	Play break
9:10–9:55	Reading/Writing/Math
9:55-10:10	Play break
10:10–10:55	Reading/Writing/Math
10:55–11:40	S.Studies/Science
11:40–12:25	Alternating PE/Movement (even days) & Rotation Classes (odd days)
12:25	Students return to elem classroom
12:30	Students are dismissed to pickup line via intercom
2:00–2:50	Optional virtual support via Zoom during teacher office hours/extension time

- Middle and High School Students –

Times	ODD days, odd periods	EVEN days, even periods
7:30 – 8:00	Students arrive/report to 1 <sup>st</sup> period	Students arrive/report to 2 <sup>nd</sup> period
8:00–9:28	1 <sup>st</sup> period	2 <sup>nd</sup> period
9:30–10:58	3 <sup>rd</sup> period	4 <sup>th</sup> period
11:00–12:30	5 <sup>th</sup> period	6 <sup>th</sup> period
12:30	Dismissal from 5 <sup>th</sup> period classrooms	Dismissal from 6 <sup>th</sup> period classrooms
2:00–2:50	Optional support/office hours/HWH via Zoom	Optional support/office hours/HWH via Zoom

### **1.C. After-school program, sports and extracurricular activities:**

- Under the Yellow Phase, TFA will provide supervised after school supervision for students, regardless of age, for an additional flat fee of \$12 per day between the hours of 1:00 and 4:00 PM in the Silber Gymnasium.
  - Any student who remains not picked up from school by 1:00 PM must attend and their account will be charged.
  - No student, regardless of age or contract status, may remain on campus beyond 1:00 PM unless they attend the after-school program.
  - Students in after school program should bring a bag lunch, and students will be allowed to eat in socially distanced areas in the gym starting at 1:00 PM.
  - Parents are required to pick up their children before the 4:00 PM deadline. Late pickups will be charged \$1 per minute beyond 4:00 PM.
- Under the Yellow Phase, all sport practices and games are on hold until public health & athletic conference guidance allows.
- Under the Yellow Phase, no school-sponsored extracurricular activities, travel, special events, field trips, large assemblies or intersession courses will take place due to public health guidance from the state and the CDC.

### **1.D. Zoom-based instructional option:**

- When operating under Yellow Phase, TFA intends to provide daily instruction to every student, regardless of their ability to physically attend class on campus. If a student is ill, under home quarantine, or if they choose not to physically attend school on campus due to high risk factors, then all classes may still be accessed online via Zoom instruction using the student's assigned TFA laptop.
- Please note that Zoom classes may only be accessed by TFA students on their TFA devices. Unauthorized, non-TFA devices will automatically be denied access to online classroom instruction, so please take care of those Chromebooks. If a student experiences an operating problem with their school assigned Chromebook, then they should immediately reach out to Mrs. Steinauer for support. She is most easily reached by email at [nsteinauer@tfaraleigh.org](mailto:nsteinauer@tfaraleigh.org).
- If a student needs to attend class via Zoom, then the parent should immediately notify the school by emailing Kim Peele, Dean of Students, at [kpeelee@tfaraleigh.org](mailto:kpeelee@tfaraleigh.org), and providing:
  - Student name
  - Reason for absence
  - Projected length of time student will require access to classes via Zoom
- Once having received this notification, Mrs. Peele will then share this information with your child's teachers so they may be sure to accommodate them via Zoom. Please remember – classes will only be streamed to your child via Zoom if notification is received in a timely manner.

- If a child is too sick or for some other reason is unable to attend class via Zoom, then parents should please make this clear in an email communication to Mrs. Peele so she may inform teachers of your child's absence from class.
- Please remember:
  - Students attending class via Zoom will be held to all usual attendance standards, behavioral expectations, and academic requirements outlined in the student handbook.
  - Zoom classes will not be accessible to students beyond set instructional hours. In other words, under the Yellow Phase, classes will NOT be recorded. If a class is missed, then the student must work with their teacher to identify all necessary make up work, which must be completed within the timeframe and guidelines set by the teacher as described in the student handbook.

### **1.E. Miscellaneous operational arrangements and practical suggestions:**

- Due to COVID-19 related delays, the Blount Street Lower School campus will not open in 20-21. All grades, 2-12, will instead be taught from the Cedarview Court campus.
- All early arrivals will report directly to classrooms and NOT the gym.
- All dismissals will occur from classrooms and NOT the gym.
- TFA's cafeteria will remain closed for lunch, as it will instead be used to house two additional large classrooms to serve as socially-distanced spaces for larger class sections.
- Because lunch will not take place during the truncated school day under the Yellow Phase, students may instead prepare for a delayed lunch at home by bringing a snack to school, which may be consumed in class during each day's final instructional period. Snack consumption will be allowed when teachers choose and only after they have verified that social distancing is fully assured within the classroom.
- Lockers will not be assigned, nor will they be in use. They have been zip tied shut.
- Students will be strongly discouraged from sharing food or drinks.
- Sharing of items (pens, pencils, school supplies, etc) will be discouraged/minimized.
- Students in fitness/PE/health/movement classes will not dress out. Individuals in these classes will be expected to remain socially distanced whenever possible, masks will remain worn at all times (even when outside), and equipment sharing/exchange will be minimized. When equipment is shared, students will have opportunity to wash hands or use hand sanitizer at the end of the activity, and equipment will be sanitized.
- During food prep in Culinary Arts classes, students will be reminded not to exchange ingredients or exchange servings. Each individual student will have their own station and will be responsible for his/her own food prep and cleanup. Students may not take food home or out of the classroom.
- All students, regardless of age or grade will take Chromebooks and chargers home after instruction each day, in case a sudden shift in individual health or public health status necessitates a switch to Zoom-based instruction. PARENTS - please make sure your child has a backpack with a padded protective pocket to properly protect this device during transport.

## **Section 2 – Policies and Procedures on Infection Prevention at TFA**

For the remaining duration of the SARS-CoV-2 (COVID-19) pandemic, TFA will abide the following infection control measures when allowing students on-campus for instruction. Parents are encouraged to actively review and discuss these procedures with each student prior to their first arrival to campus.

### **2.A. Daily home health check guidelines**

- As recommended by the CDC, all who visit our campus (employees, students & authorized visitors) must perform a home health check before coming to school. This should begin with a daily temperature check at home to verify that the temperature of the individual is 100.4 degrees F or lower. Additionally, if the employee/student/authorized visitor does not feel well or if they specifically show any potential COVID-19 symptoms, then they must STAY AT HOME. Possible COVID-19 symptoms include:
  - Major symptoms:
    - Fever
    - New, worsening cough
    - Shortness of breath/difficulty breathing
    - Diminished sense of taste or smell
  - Minor symptoms:
    - Sore throat
    - Muscle aches and pains
    - Headache
    - Nasal congestion/runny nose
    - Nausea/vomiting/diarrhea/abdominal pain
    - Unusual skin rashes

### **2.B. Protocols for student arrival and screening**

- Upon arrival to school, individuals should exit their vehicles with masks on, and they should report to the following areas for a health screening, where they will be temperature checked and asked to report any potential COVID-19 symptoms before entering the building:
  - Employees & authorized visitors will go to the front door canopy to be screened.
  - Elementary students will enter through the new courtyard gate (the area between the front hall and the white media center building), where they will be screened. Elementary students will then proceed to the rear hall entrance adjacent to their classroom, directly across from the main gymnasium door.
  - Middle and high school students whose first class is held in the front hall should report to the front door canopy to be screened. Once cleared through this checkpoint, they will report directly to their front hall classroom.

- Middle and high school students whose first class of the day is held in the gymnasium, media center, rear hall or cafeteria wing should enter through the new courtyard gate (the area between the front hall and the white media center building), where they will be screened. These students will then proceed to their classroom. If class is in the rear hall or cafeteria wing, then students should enter the building through the cafeteria hall door at the north-side outdoor patio (the covered one).
- If upon arrival an individual does not pass the health screening, then they will be immediately sent home.

## 2.C. When to stay at home, notification & isolation, and when to return to school

- Possible COVID-19 symptoms include:
  - Major symptoms:
    - Fever
    - New, worsening cough
    - Shortness of breath/difficulty breathing
    - Diminished sense of taste or smell
  - Minor symptoms:
    - Sore throat
    - Muscle aches and pains
    - Headache
    - Nasal congestion/runny nose
    - Nausea/vomiting/diarrhea/abdominal pain
    - Unusual skin rashes
- If an individual has any **higher-risk symptoms** (fever, cough, shortness of breath, loss or taste or smell, or two or more symptoms listed above), then the person should be seen immediately by his or her health care provider and tested for COVID-19. **STAY AT HOME** until test results are received.
  - If test results are negative, **STAY AT HOME** until you are symptom and fever free (without use of fever reducing medicine) for at least 24 hours.
  - If test results are positive, **INFORM THE HEAD OF SCHOOL AND DEAN OF STUDENTS** and **STAY AT HOME** / isolate for a minimum of 14 days. Beyond this 14-day period, if you are symptom and fever free for at least 24 hours (without the use of fever reducing medicine), then one may **RETURN TO SCHOOL**.
- If an individual has only one of the **lower-risk symptoms** (sore throat, headache, muscle aches, congestion, rash or gastrointestinal symptoms), then he or she should **STAY AT HOME** for symptom observation.
  - If symptom persists or worsens, then see a health care provider immediately to determine if testing is warranted and **STAY AT HOME**.
  - If individual is symptom free AND fever free for at least 24 hours (without using fever reducing medicine), then one may **RETURN TO SCHOOL**.

- Anyone who is a close contact (household contact or within 6 feet for  $\geq 15$  minutes) of a known COVID-19 case **MUST** remain at home for a minimum of 14 days (regardless if one is tested and shows negative results) to observe for development of symptoms.
  - Throughout this 14-day period, if you remain symptom and fever free (without the use of fever reducing medicine), then one may **RETURN TO SCHOOL**.
  - If symptoms arise, then see your doctor, get tested for COVID-19, and **STAY AT HOME** / isolate until you receive test results. If you test positive, then follow the same 14-day period protocol stated above.
- If any student, employee, or visitor to the school tests positive, **IMMEDIATELY INFORM THE HEAD OF SCHOOL AND DEAN OF STUDENTS** and **STAY AT HOME** / isolate for a minimum of 14 days. Beyond this 14-day period, if you are fever free for at least 24 hours (without the use of fever reducing medicine), then one may **RETURN TO SCHOOL**.
- When a student or employee tests positive and must isolate at home, the Head of School and Dean of Students **MUST** be immediately notified of the positive COVID-19 result. In this event, parents and employees must email Dr. Atkinson at [patkinson@tfaraleigh.org](mailto:patkinson@tfaraleigh.org) and Mrs. Peele at [kpeele@tfaraleigh.org](mailto:kpeele@tfaraleigh.org) and provide:
  - Student name
  - Test date
  - Date of positive result & start of 14 day isolation period
- With this information, Mrs. Peele will inform the student's teachers so they may prepare for and provide Zoom-based instruction if the child feels well enough to attend.
- TFA will immediately notify the Health Department immediately if someone who has visited the school has a positive test. The positive individual or their close family member should do the same.
  - The local health department will determine if anyone at the school meets contact tracing criteria for COVID exposure at TFA (based on interviews with students and teachers to identify individuals who may have spent more than 15 minutes within 6 feet of the infected individual). Identified individuals will immediately be contacted by the school and will be required to remain in isolation at home for 14 days, following the protocols outlined above.
- As soon as possible after the school has been notified of an individual at school who has received a positive COVID-19 test result, families of students will be informed by email, but individuals will **NOT** be named. Employees, parents and students are strongly encouraged to respect individual health privacy and refrain from launching personal investigations.

## **2.D. Guidance and protocols for COVID-19 testing:**

- For those who require COVID-19 testing, combined state & CDC guidelines may be accessed, including specific information about what to do if a test is positive, in the attached Steps for People After COVID-19 Testing, published by the NC Department of Health and Human Services. This document is also accessible online at

## **2.E. Managing student and employee illness when it arises at school**

- Individuals at school who become symptomatic or begin to feel unwell will immediately be sent home.
- Teachers and other staff will remain watchful of students who are symptomatic and will refer them to the front desk manager or other designated staff member if a child complains of feeling sick or appears unwell.
- The front desk manager will then direct the student to either go home (if they have access to their own vehicle on campus), OR a parent, family member, or emergency contact will be called to pick them up. In this case, it is expected the student will be picked up immediately within a 30-minute timeframe if at all possible.
- An individual having been identified as sick or symptomatic must depart campus as soon as possible. It is unacceptable for an at-risk student to remain at school beyond a maximum period of one hour.
- If waiting to be picked up, a sick student will report to a dedicated sick room/waiting area. This room is only used for students who fall ill at school. This is a separate space, away from other non-symptomatic individuals. Symptomatic students will be asked to remain in the waiting area with their masks on until a parent or emergency contact arrives to pick them up.
- If there are siblings of a child who falls ill at TFA, then siblings should be sent home as well.
- Parents, be sure to provide TFA with two or three updated emergency contacts with updated phone numbers in case the parent cannot answer the phone or leave work. Please avoid placing a high-risk individual on that list (someone who is at risk for severe COVID if infected e.g. grandparent older than 65 years).
- The person picking up the child must wear a mask when entering the front reception area and is strongly urged to continue wearing it in the car.

## **2.F. Keeping the community safe at school**

- Universal masking, hand sanitation, and physical distancing are required by all who visit our campus to keep children and employees healthy at school. Remember the 3 W's:
  - WEAR – a cloth covering over your nose and mouth at all times
  - WAIT – keep 6 feet apart whenever possible & avoid close contact
  - WASH – wash your hands or use hand sanitizer after exposure to shared surfaces
- To reduce the number of contacts within our population, parents and non-essential visitors will be asked to refrain from entering the front reception area unless absolutely necessary. Parents and authorized visitors may enter the school through ONLY the front door/main reception area. Parents and non-essential visitors will not be allowed to enter any instructional areas while students and employees are present. Parents and



authorized visitors must follow all mask use and social distancing protocols addressed below.

- Mask use will be required by all individuals whenever present on-campus. Individuals with a mask exemption should not enter campus facilities.
  - N-95 or disposable medical grade masks that are form fitting are highly recommended. Tri-fold surgical masks are currently readily available in packs of 50 (through Amazon, Costco and other area stores), are highly effective, and easy to breathe in.
  - Students may wear a cloth mask, (neck gaiters with thicker cloth material may be acceptable, but thin material gaiters are not recommended). ONLY in the event of an emergency (if a mask becomes lost, soiled, torn or wet) then Donna Cooper, TFA's front desk manager, is prepared to provide a disposable paper surgical style mask with ear loops.
  - Prior to the start of school, parents should be advised to have their children practice wearing masks while at home and going about normal activities to get acclimated to wearing it during the academic day.
  - Students and employees may temporarily remove masks to eat or drink within buildings ONLY during times designated by the teacher as long as 6 feet of social separation can be assured.
  - Masks should not be removed for sneezing and coughing. Spare masks will be provided at the front desk if a mask becomes wet or soiled from sneezing or coughing.
  - Masks may be removed for wiping or blowing one's nose with tissue ONLY in locations where an individual can socially distance themselves by 10 or more feet. Following tissue use, individuals must then immediately go to the bathroom to wash hands with soap and water for 20 or more seconds. Needless to say, individuals with a persistent runny nose should stay at home until this symptom improves.
  - Every employee will be required to wear a mask of their choice throughout their time on campus each day, and each will be provided a supply of N-95 masks to wear in rotation, should they wish to use this higher level of protection. Employees will also be provided reusable spray shields to wear whenever they must interact with others within a 6-foot zone.
- As recommended by the CDC, physical distancing of 6 feet between students will be observed in all classrooms, and individuals traveling between points inside and outside the building should strive to maintain this same minimum distance as much as possible.
- All individuals must wash and/or sanitize hands frequently. Anytime one uses the bathroom at school, their hands MUST be washed thoroughly with soap and water for 20 seconds or more before returning to class.
- Individuals are encouraged to avoid drinking directly from public water fountains. Students should instead bring clear, resealable drinking water bottles to school, pre-filled at home. These bottles may be refilled at any of the school's new hands-free bottle filling stations.

- TFA has implemented several additional precautions to reduce the chance of infection, including:
  - Setting maximum enrollment caps for each classroom based on classroom size
  - Spacing of all chairs a minimum of 6 feet apart
  - Large spray shield installed in front reception area
  - Signage posted at the front entryway and throughout building to remind individuals to wear masks, remain 6 feet apart, and properly wash hands
  - We will use 75% ethanol AND/OR chlorine dioxide spray to regularly sanitize and disinfect commonly used tabletops and other surfaces during the day.
  - We will provide 75% ethanol gel hand sanitizer to employees, students and authorized visitors, and we encourage use of hand sanitizer at each class change and following moments of contact surface exchange. Alternatively, hand washing with soap and water for a minimum of 20 seconds is encouraged.
  - We have contracted with BioPure to electrostatically apply all-surface disinfectant throughout all buildings, classrooms and common spaces. This cutting-edge service electrostatically applies both bioPURE CLEAN (chlorine dioxide) AND antimicrobial bioPURE SHIELD technologies. To learn more, please visit – <https://biopureservice.com/about-biopure-disinfection/>
  - We have upgraded all 18 of the campus’s HVAC systems with:
    - MERV 13 filtration – a step above CDC and OSHA COVID-19 recommendations for schools. To learn more about it, please visit - [https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74\\_ieq\\_schoen.pdf](https://www.ashrae.org/file%20library/technical%20resources/ashrae%20journal/2020journaldocuments/72-74_ieq_schoen.pdf)
    - GPS Needlepoint Bi-Polar Ionization. This safe, new technology effectively inactivates and destroys 99.4% of CoV-2 (COVID-19) virus within 30 minutes of air exchange. To learn more about it, please visit – <https://www.businesswire.com/news/home/20200610005784/en/Global-Plasma-Solutions-Virtually-Eliminates-Static-SARS-CoV-2>
  - Beyond these safety measures, TFA has contracted with its janitorial service to perform deep sanitation of commonly used surfaces at night, before the start of each new school day.