**Special Guidelines for Reopening 2020/2021 School Year**

Considering the COVID-19 Pandemic, Career Development Inc. and all its associated schools will follow the operational guidelines listed below from 8/3/2020 through 9/4/2020. These guidelines may be extended beyond the listed dates by the Executive Director as approved by the CDI Board.

Career Development Inc will continue to offer COVID19 leave through December 31, 2020 as required by the US Department of Labor.

**Maintaining Healthy Environments**

* Classrooms will be provided with disinfectant wipes, cleaning products with disinfectant, hand sanitizer and disinfectant hand wipes.
* It is the teacher’s responsibility to comply with the following guidelines within their classroom
	+ Tables, chairs, keyboards, mice and door handles will be wiped down with disinfectant before school starts and at the end of every class.
	+ All other surfaces, such as cabinets and the teacher’s desk will be wiped down with disinfectant regularly
	+ Students will be given disinfectant hand wipes or hand sanitizer upon entry to class
	+ Students will not eat outside food in class.
	+ No sharing of food or beverages will be allowed. Any sharing will result in the food or beverage being disposed of.
	+ As much as possible, student will be seated in a manner that encourages social distancing
	+ Student who exhibit COVID 19 symptoms will be referred immediately to the office and the area they were seated in wiped down with disinfectant
	+ Dismiss students who are leaving campus for lunch separately from those eating at the school
	+ Monitor students in the classroom during lunch time and ensure sharing of food does not happen
	+ Monitor the hallway and discourage students from congregating
	+ The water fountain will not be operational, but bottles of water will be available in the front office.
* It is the front office staff’s responsibility to comply with the following guidelines in the front office, halls and lobby area.
	+ Door handles and commonly used surfaces will be wiped down after every passing period.
	+ Students reporting to the office due to COVID19 symptoms will be isolated immediately and their temperature taken
	+ Provide prompt coverage for teachers needing a break
	+ Provide student with water bottles
	+ Monitor and discourage congregation in the lobby and halls
	+ Arrange for immediate safe transport of students exhibiting symptoms to their home
	+ Accompany student to the bathrooms, unlock the door, wait for student in the hallway outside the door, wipe down the common surfaces in the bathroom upon the student’s exit and relock the door.
* It is the responsibility of staff providing transportation to comply with the following guidelines;
	+ Students should be seated to maintain social distancing as much as possible
	+ Seats, handles and other areas touched by students shall be wiped down after every run
	+ Monitor students to ensure food and beverages are not shared
	+ Report if any student appears sick immediately to the front office
	+ Be prepared to transport a student home if they exhibit symptoms of COVID19
	+ Be prepared to deliver homework and other support supplies to students quarantined at home due to exposure or illness

**Maintaining Healthy Operations**

* Staff and students at risk for severe illness may request modifications that limit their exposure risk
* CDC communications will be distributed and posted throughout the school addressing topics such as COVID19 symptoms, how to stop the spread of germs and face covering do’s and don’ts
* Upon entry to the school all staff, students and visitors will have their temperature taken, be asked to use hand sanitizer, and be offered a disposable mask. Visitors may not proceed beyond the lobby into student common areas for any reason.
	+ Staff and visitors who have a temperature at or above 100 degrees will be asked to leave the premises.
	+ Students who have a temperature at or above 100 degrees at the beginning of the day will be transported home.
	+ Student who develop a fever during the day will be isolated and a responsible adult called to pick them up. All areas the student touched will be disinfected immediately
* Students will report to their first hour class upon entering the school.
	+ Congregation will be discouraged in the hallways and bathrooms.
	+ Teachers will be responsible for monitoring students in their classroom or ensuring an adult covers their classroom. Coverage means an adult will be physically present within the room.
* Students who opt to eat on campus will obtain their lunches then report to a classroom to eat.
	+ Congregation within the hallways and lobby will be discouraged
	+ Students may leave the building during lunch after they have finished their meal.
	+ Teachers will be responsible for monitoring students in their classroom or ensuring an adult covers their classroom. Coverage means an adult will be physically present within the room.
	+ All teachers will allow students to eat in their rooms to encourage social distancing.

If Someone Gets Sick

* Staff members and students who contract COVID19 will not be allowed to return until they have met the CDC’s criteria to discontinue home isolation (attached)
* Staff and students should inform the school if they or any member of their household tests positive for COVID19.
	+ The school may be shut down for 24-48 hours, depending on the situation
	+ Areas used by a sick or exposed person will be cleaned and disinfected
	+ Notification will be made to parent/guardians of students
	+ Local health officials will be notified.
* Teachers and Staff members will need to cooperate to provide instruction and services to students that are sick in a timely manner.
	+ A plan of instruction must be filled out and followed during this time (attached).
	+ If paper-based instruction is provided a weekly assignment sheet (attached) with all resources will be prepared and distributed to the sick student every week.
	+ The student will be contacted regularly to provide support and tutoring
	+ The parent or guardian will be contacted weekly to provide progress reports and to offer support
	+ All contacts will be entered into the contact log

**How to discontinue home isolation**

People with COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

* + If you will **not** have a test to determine if you are still contagious, you can leave home after these three things have happened:
		- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers) AND
		- symptoms have improved (for example, when your cough or shortness of breath has improved) AND
		- At least 10 days have passed since your symptoms first appeared.
	+ If you will be tested to determine if you are still contagious, you can leave home after these three things have happened:
		- You no longer have a fever (without the use of medicine that reduces fevers) AND
		- Other symptoms have improved (for example, when your cough or shortness of breath has improved) AND
		- You received two negative tests in a row, 24 hours apart.

Your doctor will follow CDC guidelines. In all cases, follow the guidance of your healthcare provider and local health department. The decision to stop home isolation should be made in consultation with your healthcare provider and state and local health departments. Local decisions depend on local circumstances.

Instructional Plan

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date plan implemented: \_\_\_\_\_\_\_\_\_\_\_\_ Date plan discontinued:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Class | Instructor | How instruction will be provided |
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|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Support Services

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| --- | --- | --- |
| Support Service | Responsible Party | How the service will be provided |
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|  |  |  |
|  |  |  |
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Upon completion instructors, responsible parties, administration and the parent or guardian of the student must receive a copy of the instructional plan.

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| --- | --- | --- | --- |
|  |  |  |  |
| Campus Manager | Date | Parent or Guardian | Date |
|  |  |  |  |
| Responsible Party | Date | Responsible Party | Date |
|  |  |  |  |
| Responsible Party | Date | Responsible Party | Date |

Weekly Assignments

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Day and Date | Assignment | Graded & Entered |
| Monday  |  |  |
| Tuesday  |  |  |
| Wednesday |  |  |
| Thursday |  |  |
| Friday |  |  |