

# Damar Charter Academy Re-Entry Guidelines

## *Promoting Behaviors that Reduce the Spread of COVID-19*

### **Staying Home When Appropriate**

Staff and students who are sick are encouraged to stay home.

Staff and students who have recently had close contact with a person with COVID-19 should stay home and monitor their health.

Staff and students who test positive or are showing COVID-19 symptoms will need to stay home. The most recent symptoms of COVID-19 include the following:

- A fever of 100.4 or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Runny nose or congestion
- Nausea or vomiting
- Diarrhea

### **Return to School After Symptoms or Exposure**

Once a student or employee is away from the school environment due to symptoms or exposure, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

#### ***Untested***

Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since your symptoms first appeared.

- The state website (<https://www.coronavirus.in.gov/2524.htm>) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently.

### ***Tested Positive- Symptomatic***

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (without the use medicine that reduces fevers); and
- Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
- At least 10 calendar days have passed since symptoms first appeared; or
- The individual has received two negative tests at least 24 hours apart.

### ***Tested Positive- Asymptomatic***

Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test without symptoms and have been preferably released by a healthcare provider. Students may also return if they are approved to do so in writing by the student's health care provider.

### **School Operations (When a confirmed case has entered the school)**

- Local health officials will be notified
- In coordination with the local Department of Health, the school will dismiss students and most staff for a period of 2-5 days.
- Communication to guardians, students and staff, regarding any COVID-19 exposure and school closures will be sent using School Messenger via email, text and phone calls. \*\*Please ensure your personal information is updated

### **Temperature Screening**

As recommended by the CDC, all employees and students will be screened for COVID-19 symptoms and history of exposure. DCA will employ temperature screening prior to employee and student entrance.

Car rider temperature screening – All car riders will line up in the back of the school building at the drop off point. Prior to the student exiting the car, a DCA staff member will take temperature with a touch free thermometer. If the temperature exceeds 100.4, the student may not enter the school building.

Bus rider temperature screening – Prior to entrance on the bus, each student will maintain social distance and their temperature will be taken by a DCA staff member using a touch free thermometer. If the temperature exceeds 100.4, the student may not get on the bus.

Walker or Indy Go bus riders – Students will wait in the outdoor lobby and ring the bell for assistance. A DCA staff member will come to the door and take their temperature prior to admittance to the school. If the temperature exceeds 100.4, they will be asked to go to our secondary front door, to avoid contact with anyone. They will be taken to our quarantine room and parent will be notified to come pick up their child.

Visitor temperature screening – Visitors will wait in the outdoor lobby and ring the bell for assistance. A DCA staff member will come to the door and take their temperature prior to admittance to the school. If the temperature exceeds 100.4, they may not enter the building.

### **Medical Inquiries**

Federal law typically limits the type of medical inquiries that can be made but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the district/school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the district/school may make additional inquiries and may exclude the person from school property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

### **Wearing Masks and other Personal Protective Equipment (PPE)**

DCA recognizes that the CDC recommends that all staff and students wear cloth face coverings and will encourage this practice.

- Masks and PPE will be available for all staff and students in each classroom.
- Students and staff may bring in their own cloth mask.
- Some staff members may be required to wear masks and additional PPE when directed to do so by the school protocol or employee’s supervisor.

- Individuals will frequently be reminded not to touch the face covering and to wash their hands frequently.

### **Clinical Space - COVID-19 Symptomatic**

DCA will designate a room or space separate from the nurse's clinic where students or employees who are feeling ill are evaluated or wait for pick up. All waiting staff and students should wear a cloth face covering if possible. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents. If a student or staff member has a fever, for any reason, the school adjust their school policy to require staff and students to be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72 hour window has elapsed if they are approved to do so in writing by their healthcare provider.

### **Clinic Space - Non-COVID-19 Related**

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's clinic. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

### **Confirmed Case of COVID-19 on School Property**

When there is confirmation that a person infected with COVID-19 was on school property, the school will contact the local health department immediately. Unless extenuating circumstances exist, the school will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, DCA will consult with the local health department to determine the status of school activities.

As soon as the school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

### **Immunizations**

Immunization requirements will remain.

## **Maintaining a Healthy Environment**

### **Cleaning and Disinfection**

Frequently touched surfaces (e.g., door handles, sink handles, chairs, desks) within the school and on school buses will be disinfected at least daily and between use as much as possible.

### **Shared Items**

- The use of shared items will be limited to the greatest extent possible and cleaned/disinfected between uses.
- Each student's belongings will be separated from others and in individually labeled containers, cubbies, or areas.
- Supplies will be provided in order to minimize sharing of high touch items (e.g. assign each student a supply box for their pens, pencils, erasers, etc.).
- The water fountain will be shut down and water will be provided to each room with disposable cups.
- The sharing of electronic devices, toys, books, games or other learning aids will be discouraged.

### **Modified Educational Spaces**

- Desks will be rearranged in order to maximize space between students.
- Desks will face the same direction.
- Where possible, physical barriers (partitions) will be utilized.
- No more than 15 students in a classroom, with minimal transitions.

### **Common Areas**

- Hand washing will be encouraged frequently. Hand sanitizing stations will be positioned throughout the school to assist with hand sanitizing.
- Cafeteria - Most students will eat breakfast and lunch in their classrooms. The few classrooms that utilize the cafeteria will be grouped by classroom, with spacing between each student, and a large space (greater than 6 feet) between each group.
- Hallways – Restrictions will be in place to limit the time in the hallways and only one classroom at a time may be in the hallway. Social distancing will be enforced.
- Restrooms – No more than 2 students at a time may be in the restrooms.
- Gym – Students will observe social distancing and all equipment will be cleaned between each use.
- Pool – The pool is not available for use for the fall semester of 2020.

### **Community Outings**

Due to the strong focus of community integration in our school, we will do our best to continue with community outings and vocational experiences; although these will be on an extremely limited basis (including group number limitations) and only with administrative and parent approval.

### **Scheduling**

DCA will continue with our staggered arrival and dismissal plan.

### **Visitors**

Non-essential visitors and volunteers will be restricted for the fall semester of 2020.

### **Exchange of Resources to and From School**

Materials, supplies, and personal belongings going to and from school is restricted. The school will provide school materials for each student. If a personal belonging needs to come to school, approval from the classroom teacher is necessary, in order to ensure proper sanitization processes can be utilized.

### **Food Service**

Food service will continue to be provided with precautions set forth by the Indiana State Department of Health. This includes frequent sanitization of equipment, sanitization protocols in the dietary department, and the wearing of face masks when serving food.

### **Student Transportation (Bussing)**

In order to provide the cleanest, safest bus service, DCA will no longer have a Westside bus stop (Lowe's on West 10<sup>th</sup> Street) and will move the Eastside bus stop to the Southern Plaza Shopping Center, located at 4200 S East St, Indianapolis, IN 46227. This will help ensure we can maintain social distancing on the bus and will limit the time the students are exposed to each other, in such a close, contained proximity.

- Bus will be thoroughly cleaned and disinfected before and after routes.
- Assigned seats will be given, with the intent to have only 1 student per seat.
- Staff will wear cloth face masks
- Students will be encouraged to wear cloth face masks