

# **Horizon Academy**

## **Infectious Disease Prevention Plan**

### **May 2020**

Horizon Academy is committed to maintaining the safety for our students, faculty and staff and families. As we transition back to utilizing our school campus, to the greatest extent possible, we will employ maximum preventive measures to protect our school community outlined within this Infectious Disease Prevention Plan, as recommended by the CDC and the Johnson County Health Department.

## **I. ADMINISTRATION: Protocol Development and Actions**

### **A. Administration: Protocol Development and Communication**

1. Created an Infectious Disease Prevention Plan with the leadership team and our Board of Trustees.
2. Leadership will consistently review the plan to make sure it is feasible and can be carried out regularly.
3. Communicated the plan with teachers and support staff.
4. Created a communications plan to inform the appropriate school constituents of the procedures in place.
5. Plan is in place for all leaders to observe, monitor and correct any deficiencies noticed in the delivery of the plan.
6. Established isolated Health area to accommodate anyone showing symptoms that also provides adult supervision. The supervising adult will use standard and transmission-based precautions when supervising a sick person.
7. We determined how many students may return when classes resume and have restricted use of classrooms to protect those assigned to each space. There will be a maximum of 10 people per classroom/space. 6-8 students per classroom, with 8 students as maximum, with a teacher and a teacher assistant.
8. Classes will include the same group of children each day. We will restrict the mixing of students between groups.
9. We will not be holding student assemblies or field trips.
10. We will be limiting visitors within the building, including deliveries, vendors, volunteers, parents and family members, prospective parents, prospective students and Board members.
11. If household members of students or staff travel to areas of high exposure, we ask them to follow the CDC guidelines which may include self-quarantine.
12. We will check state and local health department notices daily about transmission in the area and adjust operations and protocol accordingly.

### **B. Administration: Procedure Implementation and Training**

1. Provided training for teachers while maintaining social distancing so they have an understanding of the overall plan, their role in observing students, and of reporting anything that appears to be deficient.
2. Faculty will provide lessons and activities for students to educate them on the importance of health and hygiene.

3. Reviewed with staff ways to optimize cleaning efficiency and frequency. Trained faculty on which cleaning products may be accessible to students and which should not be accessible.
4. We have provided training for designated cleaning staff so they understand the proper equipment, materials and thoroughness needed to perform their vital role.
5. All children and staff will wash their hands frequently and thoroughly during the day with soap for twenty seconds, particularly before and after breaks and lunch, and after using the toilet.
6. We will encourage students to remind other students to wash hands.
7. Training has been provided for those working as health staff to work with teachers to monitor symptoms and health-related comments from students and make rounds of classes twice daily to check for any teacher observations. If any student shows symptoms of any illness, a temperature check will be performed, respectfully, as well as in accordance with any applicable privacy laws or regulations and the student will be isolated until parents can take the child home. In such an event, the students within that classroom will be relocated and the classroom will be disinfected. We will follow the directions of the Johnson County Health Department.

### **C. Administration: Supply/Equipment/Signage Procurement**

1. Signage has been appropriately placed to remind people of the school's sanitization requirements and how to stop the spread of COVID-19 (properly washing hands, promoting everyday protective measures including social distancing, proper hygiene, no shaking or holding hands, and no hugging).
2. Estimated and working to acquire a sufficient amount of needed materials including sanitizers (with at least 60% alcohol), hand wipes, tissues, and cleaning equipment.
3. Established disposal bins for sanitizing materials.
4. Sanitation materials (hand wipes, hand sanitizer) will be provided for all staff to keep at their desks.

### **D. Administration: Cleaning protocols**

*(Also see Faculty section for details within each classroom):*

#### **1. General Cleaning**

- a. General office cleaning – 2 times per day
- b. Common area\* cleaning – Based on number of people in the building at any given time, the use of the common areas and the amount of movement of those people (\*Copy rooms, corridors, lobby, stairwell, bathrooms).
- c. Entrance mats will be sprayed with disinfectant at the start of each day.
- d. Frequently touched surfaces to be sanitized on a continuous basis throughout the day (door handles/door bars, banisters, light switches and security touch pads).

#### **2. Ventilation**

- a. With no air quality control system installed, open classroom windows for an hour at 7:00 a.m. and leave them open slightly during the day for airflow and cross ventilation.

### **3. Stairways and Hallways:**

- a. Places in the building that are most touched by people such as the staircase railing will be cleaned with sanitizer.
- b. Hallways will be cleaned with disinfectant two times per day and cleaned additionally as needed depending on use or events.

### **4. Bathrooms:**

- a. Bathrooms will be sanitized 2-3 times during school hours to include door and sink handles, toilet flush handles and paper towel disposal units.
- b. Signs are in place to encourage proper disposal of hand wipes and paper towels as well as to remind users to wash hands for at least 20 seconds. Hand wipes should not be disposed of in toilets.

## **II. FACULTY**

- We will recommend that faculty take the temperatures of all household members before bedtime and first thing in the morning.
- If any faculty or faculty's family/household member shows signs of illness such as coughing, headache or fever before they leave home, the faculty member should remain at home in isolation. They should immediately inform Mrs. Altman. With fever, seek medical advice. Return to work 48 hours after he/she is no longer showing ANY symptoms of illness.

### **A. Faculty: Within Classroom/School Setting**

1. Upon entering school students will use hand sanitizer before going to classrooms.
2. Students will use hand sanitizer every time they enter the classroom.
3. Students will wash their hands every time they leave the classroom and before/after outdoor recess.
4. Faculty will observe their students throughout the day for signs of COVID-19 symptoms, coughing, headache, loss of sense of taste and smell, chills or fever.
5. We will not be bringing large groups of students together for assemblies.
6. There will be minimized movement throughout the building. Each class will have a specified secondary classroom assigned for small group work.
7. As students move between spaces within the building (primary and secondary classroom, and P.E.), social distancing guidelines will be in place and monitored by faculty.
8. Art, music, Makerspace and Executive Function classes will all take place within the primary classroom.
9. Any equipment used during art, music, Makerspace and Executive Function classes will be wiped down before class and after class.
10. P.E. will take place outside or in the Blackbox classroom. P.E. equipment will be wiped down before and after each class.
11. Books, games and learning aids within the classroom will not be shared.
12. Students and faculty will store their own lunches at their desk. No shared refrigeration available. Lunches should be packed with ice or in an insulated bag. Students and faculty will eat lunch within their classroom at their own desks. Food may not be shared. Microwaves will be available and staff will assist students with their use.
13. Drinking fountains will be used for filling water bottles only, with the no-touch function of the fountains.

14. Classes will be scheduled on a staggered basis to use the bathroom before snack and lunch.
15. Student and faculty temperatures will be taken at lunch time, respectfully, as well as in accordance with any applicable privacy laws or regulations.
16. Teachers are allowed to use the faculty lounge/mailroom with social distancing and sanitizing guidelines in place.
17. Tutors will each have their own designated space for tutoring that is not to be shared with another tutor.

#### **B. Faculty: Instruction with Students**

1. Faculty will make thorough explanations to students of the sanitization plan and the reasons for it as a necessity for them to feel and be safe in school.
2. Faculty will teach and reinforce with students the proper way to wash hands with soap for a minimum of 20 seconds.
3. Faculty will teach and reinforce with students the proper way to cover coughs and sneezes.
4. Any student making a joke or false comment about (COVID-19) will be counseled.
5. We have asked faculty to avoid telling stories of their own experiences or quarantine, but provide time for students to share theirs.

#### **C. Faculty: Distancing and Cleaning Protocols within Classrooms**

1. Students and faculty will be placed within the classroom with 6 foot distancing guidelines established.
2. Students will have their own desk, labeled supplies and device and will wipe down their own electronic equipment, supplies and desk.
3. Lockers will not be in use during Summer School.
4. Teacher assistants will assist with disinfecting classroom furnishings and space twice daily.
5. Surfaces of every classroom will be disinfected twice daily with a recommended disinfectant, preferably at lunch time and after school.
6. Desk bottoms will also be wiped at least once a day.
7. Plexiglass screens will be provided to the tutors to provide a safe environment for each student and tutor.
8. Tutoring spaces will be wiped down before and after each session.

### **III. PARENTS**

- Take temperatures of all family members before bedtime and first thing in the morning.
- If any family member shows signs of illness such as **flu-like symptoms, coughing, headache, chills or fever**, students should remain at home in isolation. Do not send students to school with any kind of illness, cold or flu. With fever, seek medical advice immediately. Return to school 48 hours after he/she is no longer showing ANY symptoms of illness.
- Anyone who prepares special snacks and lunches must send them with the child as deliveries will not be accepted. Children should not exchange food or snacks under any circumstances.

- If you travel to areas of high exposure, we ask that you follow the CDC guidelines which may include self-quarantine.

#### **A. Parent: Procedures at Horizon Academy**

1. Parents dropping off children should drop them at a designated entrance and remain inside their vehicles.
2. Student drop-offs and pickup will be divided between the front drive and the back drive, based on the student's classroom location. The staggering of departure from vehicles and entry into vehicles will be monitored by a faculty member to maintain social distancing guidelines.
3. Zones will be defined for students to maintain 6 foot spacing once students depart their vehicles at drop-off, and for pickup after school.
4. All students upon arrival at school will have their temperatures checked, respectfully, as well as in accordance with any applicable privacy laws or regulations.
5. Parent meetings/conferences will be conducted via Zoom.

### **IV. If Horizon Academy Experiences a Confirmed or Suspected Novel Coronavirus**

#### **A. Protocol Development and Actions**

1. Established procedures for the safe transporting of anyone sick home or to a healthcare facility, as appropriate.
2. If we do have an infection, or suspected infection, at school, we will notify the Johnson County Health Department.
3. Families, faculty and Board members will be notified of a confirmed case and the plan of action while maintaining confidentiality as required by the Americans with Disabilities Act (ADA).
4. Advise sick staff members to not return until they have met the CDC criteria to discontinue home isolation.
5. Inform anyone exposed to a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and to follow CDC guidance if symptoms develop.

#### **B. Cleaning of Areas – For A Confirmed or Suspected Novel Coronavirus**

1. We will follow the recommendations of the Johnson County Health Department.
  - i. This may include closing off the areas used by any sick person and not using the area until it has been properly cleaned. Waiting 24 hours before the area is cleaned or disinfected to reduce the risk to individuals cleaning.
  - ii. In the event a person diagnosed with COVID-19 is determined to have been in the building and poses a risk to the community, the program may consider closing for a short time (1-2 days) for cleaning and disinfection.