

**Horizon Academy**  
**Infectious Disease Prevention Plan (IDPP)**  
**Scenario 2 Plan - Social Distancing**  
**2020-2021 school year**

Horizon Academy is committed to maintaining the safety of our students, faculty and staff, and families. As we transition back to utilizing our school campus for the 2020-2021 school year, 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, the Johnson County Health Department, the Kansas Chapter of the American Academy of Pediatrics (AAP) and the Kansas Department of Education.

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

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

1. Created an Infectious Disease Prevention Plan (IDPP) with the leadership team and our Board of Trustees.
  - a. 3 Scenarios were developed based on different stages as defined by the CDC and Johnson County Health Department. *As this is an ever-evolving situation, aspects of each scenario may be in effect at any given time.*
    - i. *Scenario 1:* Normal Operations (with increased handwashing and sanitation)
    - ii. *Scenario 2:* Social Distancing
    - iii. *Scenario 3:* Distance Learning
2. Leadership will consistently review the IDPP and the different scenarios to make sure they are feasible and can be carried out regularly.
3. Communicate the IDPP with teachers, support staff, Trustees and physician consultants.
4. Created a communications plan to inform the appropriate school constituents of the procedures in place.
5. The IDPP 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.
  - a. There will be a maximum of 12 people per classroom/space.
  - b. 8-10 students per classroom, with 10 students as maximum, with a teacher and a teacher assistant.
8. Classes will include the same group of children each day.
  - a. We will restrict the mixing of students between groups.
  - b. As we toggle between scenarios, we will go from most restrictive to least restrictive with some flexibility for creating larger cohorts if possible.
9. We will not be holding student assemblies or field trips, or utilizing the school van.
10. We will be limiting visitors within the building, including deliveries, vendors, volunteers, parents and family members, prospective parents, prospective students and Trustees.

11. Families, faculty, and administrators should avoid unnecessary travel. Families who travel should adhere to the [Travel & Exposure Related Isolation/Quarantine Guidelines](#) published by the Kansas Department of Health and Environment (KDHE) which is updated regularly. The school should be notified of travel. Students may be required to quarantine for 14 days and utilize Distance Learning.
12. If anyone in a student's or staff member's household tests positive for COVID-19, has been in close contact (defined as greater than 10 minutes of interaction less than 6 feet away) with someone with a confirmed diagnosis or significant symptoms of COVID-19, has been advised by medical professionals to quarantine or has been notified by their local County Health Department that they were in contact with an individual infected with COVID-19, the parent(s) are asked to notify Principal Julie Altman. The school will provide directives on when the individual may return to campus, based on Johnson County Health Department guidelines.
13. We will check state and local health department notices daily about transmission in the area and adjust operations and protocol accordingly.
14. Restrictions will be adjusted as a vaccine becomes available.
15. It is recommended that all students, faculty and administrators have the influenza immunization by the end of October unless medically contraindicated.
16. In general, we will be focused on the quality of educational contact time and community health over the number of contact dates. We will not be burdened with making up lost days by eliminating existing holidays or breaks unless the administration and faculty believe such a decision is necessary to fulfill course objectives.
17. We will be prepared to transition to Distance Learning at any time during the year if Horizon Academy or the state authorities deem it is in the best interest of our community, and we will return to campus when the school or state authorities believe it is safe to do so.

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

1. Provide training for teachers while maintaining social distancing so they have an understanding of the IDPP and the 3 scenarios, their role in observing and serving 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. Review with staff ways to optimize cleaning efficiency and frequency. Train faculty on which cleaning products may be accessible to students and which should not be accessible.
4. Provide 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 will be 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.
  - a. 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.

- b. 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.
- 8. If any administrator or anyone within the administrator's household shows signs of illness such as coughing, headache or fever (above 100 degrees Fahrenheit) before the faculty member leaves home, the administrator should remain at home in isolation.
  - a. They should immediately inform Ms. Asher. With fever, seek medical advice.
  - b. Administrators may return to work 72 hours after he/she is no longer showing ANY symptoms of illness and achieves this status without therapeutic intervention.
- 9. Administrators will bring their own cloth mask each day to be worn upon arrival and departure, in passing periods and in common areas.
- 10. The school will provide face shields for administrators to wear within the office spaces.

**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. Acquire a sufficient amount of needed materials including sanitizers (with at least 60% alcohol), hand wipes, tissues, and cleaning equipment.
- 3. Sanitation materials (sanitizing wipes, hand sanitizer) will be provided for all staff to keep in their classrooms.
- 4. UVC room sterilizers secured for classrooms.

**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. Frequently touched surfaces to be sanitized on a continuous basis throughout the day (door handles/door bars, handrails in the stairwell, light switches and security touch pads).
- d. Rooms will be sanitized nightly with UVC room sterilizers.

**2. Ventilation**

- a. With no air quality control system installed, classroom windows will be cracked open overnight. Windows will be left open slightly during the day for airflow and cross ventilation.
- b. Air purifiers with HEPA filters have been installed in each of the classrooms to reduce dust, allergens and airborne pathogens.

**3. Stairways and Hallways:**

- a. Places in the building that are most touched by people such as the handrails in the stairwell will be sanitized.
- b. Hallways will be cleaned 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.
- Temperatures will be taken upon staff arrival. Temperatures must register below 100 degrees Fahrenheit.
- Faculty will use hand sanitizer upon arrival each day.
- If any faculty member or anyone within the faculty member's household shows signs of illness such as coughing, headache or temperature (above 100 degrees Fahrenheit) before the faculty member leaves home, the faculty member should remain at home in isolation.
  - They should immediately inform Mrs. Altman. With fever, seek medical advice.
  - Faculty may return to work 72 hours after he/she is no longer showing ANY symptoms of illness and achieves this status without therapeutic intervention.
- Faculty will bring their own cloth mask each day to be worn upon arrival and departure, in passing periods and in common areas.
- The school will provide face shields for faculty to wear within the classrooms.
- Faculty will wear masks or face shields throughout the day. The type of covering will be determined based on the activity at any given time. Recommendations change daily and we will continue to adhere to all health and safety expectations.

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

1. Upon entering school, students will use hand sanitizer before going to classrooms.
2. Faculty and students will wash their hands before snack and lunch and after PE and outdoor recess.
3. Faculty and students will wash their hands after using the restroom and after coughing, sneezing, or blowing their nose.
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.
7. As students move between spaces within the building, social distancing guidelines will be in place and monitored by faculty.
8. Directional arrows have been provided in the hallways to remind students of controlled directional traffic flow in this common space.
9. Art, music, Makerspace, Social Thinking, and Executive Function classes will all take place within the primary classroom.
10. Any equipment used during Art, music, Makerspace and Executive Function classes will be sanitized before and after each class.

11. P.E. will take place outside or in the gymnasium. P.E. equipment will be sanitized before and after each class.
12. P.E. and music classes will be modified to align with best practices, with consideration to create activities focused on personal safety and social distancing.
13. Books, games and learning aids within the classroom will not be shared.
14. Students and faculty will store and eat their own lunches at their desks.
  - a. No shared refrigeration available. Lunches should be packed with ice or in an insulated bag.
  - b. Food may not be shared.
  - c. Microwaves will be available for reheating food and staff will assist students with their use.
15. Drinking fountains will be used for filling water bottles only, utilizing the no-touch function of the fountains.
16. Student and faculty temperatures will be taken at lunch time, respectfully, as well as in accordance with any applicable privacy laws or regulations.
17. Faculty are allowed to use the faculty lounge/mailroom with social distancing and sanitizing guidelines in place.
18. Tutors will each have their own designated space for tutoring that is not to be shared with another tutor.
19. Tutors and small group instructors will wear masks or face shields during small group instruction and in common areas. Recommendations change daily and we will continue to adhere to all health and safety expectations.
20. Plexiglass screens will be provided to the tutors, and to faculty during small group work, to provide a safe environment for each student and tutor/faculty member.
21. Appropriate activities that align with health and safety protocols and social distancing will be maintained during Early Care, After-School Clubs and Extended Care.
22. Fire, tornado and crisis drills will be practiced verbally, in the classrooms but evacuations to the designated safe areas will occur only in the event of an actual emergency.

#### **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 schedule handwashing throughout the day.
4. Faculty will teach and reinforce with students the proper way to cover coughs and sneezes.
5. Faculty will teach and consistently monitor proper social distancing among the students in their care.
6. Any student making a joke or false comment about (COVID-19) will be counseled.
7. 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 be used sparingly to store coats and backpacks during the 2020-2021 school year.
4. Teacher assistants will assist with disinfecting classroom surfaces, furnishings and space twice daily.
5. Students will clean their own desks (with assistance, as needed for younger students) at snack and lunch time, and at the end of the school day.
6. Desk bottoms will also be wiped at least once a day.
7. Tutoring and small group 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*** (temperature above 100 degrees Fahrenheit), 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.
  - Students may return to school 72 hours after he/she is no longer showing ANY symptoms of illness and achieves this status without therapeutic intervention.
- If anyone in a student's household has been notified by their local County Health Department that they were in close contact (defined as greater than 10 minutes of interaction less than 6 feet away) with an individual infected with COVID-19, the parent(s) are asked to notify Principal Julie Altman.
  - Based on the circumstances, the student may be required to quarantine for 14 days.
  - During this time, the student will attend classes remotely through Distance Learning.
- 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.
- Students will bring their own cloth mask each day. Please avoid masks fitted with valves. Please wash the face mask daily.
- The school will provide face shields for students to wear within the classrooms.
- At this time, 1st - 6th grade students will wear face masks during arrival and departure times, and in common areas.
  - During small group instruction, and as advised within the classroom when social distancing is not possible, students will wear face shields.
  - Faculty and staff within the 1st - 6th grade classrooms will utilize face masks or face shields at all times, depending on the activity.
- At this time, 7th - 12th grade students are **required** to wear face masks, or face shields during the school day (in and out of classrooms) as a primary tool for reducing the risk of contagion. All students and staff must comply with this expectation.
- Students will be provided hooks at their desk for the storage of their face mask and face shields when they are not in use during the school day.
- Families who have traveled should adhere to the [Travel-Related Quarantine Guidelines](#) published by the Kansas Department of Health and Environment (KDHE). **Please consult**

**these guidelines when planning travel, as student attendance may be impacted if quarantine is mandated.**

#### **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.
  - a. 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. Students will be administered a temperature check as they depart their vehicle at arrival time, respectfully, as well as in accordance with any applicable privacy laws or regulations.
  - a. Temperatures for individuals must register below 100 degrees Fahrenheit.
  - b. Parents will remain in the car line as they await confirmation of the student's temperature.
  - c. Students will be required to use hand sanitizer upon entering the building.
  - d. In the event of carpooling of multiple students/siblings, all students will go home if one student has a fever or certain symptoms. Julie Altman, Principal, is our contact for COVID-19 absences and will provide guidance on when someone can return to campus.
5. There will be limited parent/visitor access to the building.
6. Should the need arise for a parent to enter the building, parents should contact the Front Office in advance of arrival.
7. In all cases, visitors will have their temperature taken, and be required to wear a mask while in the lobby or Front Office.
8. If a parent has to pick up a child early, the parent must call the school in advance. The student will be picked up at the front entrance of the school.
9. Parent meetings/conferences will be conducted via Zoom.
10. Decisions have yet to be made about traditional school events (Welcome Coffee, Back-To-School Night, Muffins with Moms, Donuts with Dads, Grandparents Day, Graduation, and so forth): they may be cancelled, held online, or conducted in person with an altered format.

## **IV. Distance Learning**

- In the event that local, state, or federal government requires the closure of schools, or if the administration deems that either the level or the nature of contagion weighs too strongly against the measures we are taking to mitigate risk, the community will be notified as soon as possible that the campus will close and Distance Learning will begin.
- Distance Learning is an enhanced version of the Spring 2020 program reflecting feedback from students, parents, and teachers as well as evolving best practices in national independent schools, and it will allow teachers to provide instruction to students using synchronous connection throughout the school day as well as asynchronous methods.
  - Students will maintain their class schedule and be engaged with the teachers, classmates, small groups, and specialists throughout the school day via Zoom.
- Knowing that students and staff may need to remain off-campus due to quarantine, each classroom will be set up with technology so that students can “attend” classes remotely, in

real-time. This method will allow students off-campus to have the benefit of receiving instruction and participating in class discussion through online means.

- We will be practicing and reviewing Distance Learning expectations in the event of a return to Distance Learning. Additionally, we have scheduled *Distance Learning Fridays* throughout the school year. On these days, students will attend their classes from home, and then be dismissed at noon.
- The onus for student organization and accountability during Distance Learning will be on the student and parents.
- Remote attendance poses challenges for certain classes with material requirements (art, music, P.E., for instance), and Horizon Academy may face limitations on the degree to which it can offer an equivalent experience off-campus.
- Staff members who are at risk (or have family members at risk) of COVID-19 complications or who are ill may be allowed to teach classes remotely and/or utilize Distance Learning methods.

## **V. 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 to their 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 Trustees 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**

We will follow the recommendations of the Johnson County Health Department.

1. 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.
2. 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 (1-3 days) for cleaning and disinfection.

7/22/20