

# HORIZON ACADEMY RETURN TO CAMPUS PLAN 2020-21

Due to the COVID-19 pandemic, schools throughout the world have had to reevaluate many of their existing on-campus procedures and adapt to the new circumstances we face. Over the last few months, members of the Horizon Academy administration have worked to develop a plan for returning to campus. This plan has been informed by evolving best practices from national educational associations, independent schools, and health organizations. Many aspects of this plan have already been done on a trial basis in the July Summer program at Horizon Academy.

This plan will help orient parents to new policies & procedures that will be in place during the 2020-21 school year or until this health threat has been sufficiently controlled. Aspects of the plan may shift and change based on the recommendations of the CDC, the Johnson County Health Department, the Kansas Chapter of the American Academy of Pediatrics (AAP) and the Kansas Department of Education.

We will continue to notify parents of changes once they are needed. For more information on the full protocols put in place at Horizon Academy, please review the [Infectious Disease Prevention Plan](#) and [FAQs](#).

The foundation of this plan involves several layers of protection: good hygiene, thorough campus cleaning, physical distancing, and proper use of face coverings. To help mitigate risks on campus and to increase the likelihood our students and faculty can remain on campus throughout the year, ***Horizon Academy families are strongly urged to implement CDC guidelines outside of school, and parents should direct children to observe the fundamental principles of good hygiene, physical distancing, and face covering protocol.*** Through our vigilance in reinforcing these vital practices, we can have greater confidence in a stable and successful school year.

## TRAVEL

- Families 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 remote learning.

## HEALTH POLICY

### Medical Paperwork

- All students must have submitted an electronic enrollment packet for the 2020-2021 school year, which includes updated medical information, immunization record, and emergency contacts.
- It is recommended by the Kansas Chapter of the American Academy of Pediatrics and the Kansas Board of Education that all students, faculty and administrators have the influenza immunization by the end of October unless medically contraindicated.

### Daily Hygiene Regime at Home:

- All Horizon Academy families are expected to practice good hygiene practices at home, especially proper handwashing techniques and to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and other measures to reduce the spread of COVID-19.
- Students should only bring essential objects to campus each day, and parents should reiterate with their children the school's policies on sharing food, supplies, and other items with other students.

### Daily Hygiene Regime at School

- Through ongoing and repeated direction from staff and parents, and ubiquitous signage, students will be trained on required hygiene practices (handwashing technique & frequency, proper face mask and face shield procedures, covering coughs/sneezes, sanitizing hands, avoiding touching face, maintaining social distance, avoiding physical contact, not sharing objects/consumables, cleaning of individual desks and surface areas, and so forth).

- Hand sanitizing stations will be located near every entrance door and in various locations throughout the building.
- Students will bring their own surgical or cloth face mask each day to be worn upon arrival and departure, in passing periods and in common areas. Horizon Academy will provide face shields for students to wear within the classrooms. See the section of this document entitled *Face Masks / Face Shields*.

### **Sick Policy for Students, Faculty, and Staff**

- Families should monitor the health of all household members.
- Parents will be required to check students for symptoms every evening and before arrival to school in the morning and to complete the screening tool; staff members will similarly be required to self-check.
- 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. Individuals with a fever of 100 degrees fahrenheit or higher should not attempt to attend school. With fever, seek medical advice immediately.
- Any student, faculty, staff member or administrator with a fever of 100 degrees fahrenheit or higher may not return to school until 72 hours after the fever has ceased (*with no fever reducing medicine*).
- Students, faculty and staff, and administrators will have temperatures checked twice each day. Please see the *Arrival/Drop-off* section of this document.
- 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.
- 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.

### **Isolation Protocol**

- In the event that fever or other primary symptoms related to COVID-19 were to manifest during the day, a student would be isolated in a private area for pick-up. Cleaning of the isolation and other potential contact rooms would follow as appropriate. The student will be escorted to an isolation room and monitored. Parents will be contacted to pick up their child.
- Parents or guardians called to pick up a sick child are expected to arrive within 30 minutes after contact by a school staff member.
- The school will remain in close contact with parents of ill students, and in the event a student or staff member tests positive for COVID-19, parents will be notified and some or all of the student body and faculty may be required to stay home for a period of time. The Johnson County Health Department will also be notified.
- All school communications about students who are ill will be handled with discretion, and names of individuals who test positive for COVID-19 will be kept confidential.

### **SAFETY PROTOCOL**

#### **Classrooms:**

- Students in classrooms will be seated at a minimum of six feet distance from one another.
- Classroom doors will remain open to avoid unnecessary touching.
- When in small group sessions, students will use face shields.
- 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 from the CDC and Johnson County Health Department and we will continue to adhere to all health and safety expectations.
- Tutors and small group instructors will wear face masks or face shields during small group instruction and in common areas.

- Plexiglass screens will be provided to the tutors and during small group instruction to provide a safe environment for each student and tutor/faculty member.
- Each student will be responsible for cleaning their own chair and desk before and after snack and lunch, and at the end of the school day, under the guidance of teachers (and with assistance, as needed).
  - **The School will have resources on hand for sanitizing surfaces but parents are encouraged to purchase disinfectant wipes and hand sanitizer as available.**
- Rooms will be sanitized nightly with UVC room sterilizers.
- Daily cleaning practices will be compliant with CDC recommendations, including the types of cleaning products used and the frequency of cleaning. Special attention will be paid to the cleaning of high touch surfaces (such as handrails, doorknobs, classroom furnishings, bathrooms, security touch pads, etc.) throughout the day.
- Drinking fountains will be used for filling water bottles only, utilizing the no-touch function of the fountains.

#### **Specials Classes:**

- Art, music, Makerspace, Social Thinking, and Executive Function classes will all take place within the primary classrooms. All equipment will be sanitized before and after each class.
- 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. P.E. will occur outdoors whenever possible. P.E. equipment will be sanitized before and after each class.

#### **Hallways:**

- Directional arrows have been provided in the hallways to remind students of controlled directional traffic flow in this common space.
- There will be minimized movement throughout the building.

#### **Restrooms:**

- Restrooms will have restricted occupancy, and students will queue with appropriate distancing to use those facilities.
- Handwashing directives will be visibly displayed to students and strongly enforced.
- Restrooms will be sanitized 2-3 times each day during school hours.

#### **Group Gatherings/Outings:**

- We will not be bringing large groups of students together for assemblies.
- We will not be conducting school field trips.
- 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.

#### **Face Masks/Face Shields:**

- Parents are asked to provide their student whatever face mask they prefer (school appropriate) for arrival and departure times. Please do not provide gaiters or masks with valves. Please wash your student's personal face mask each evening.
- Horizon Academy will provide each student with a Horizon Academy face mask and face shield. The Horizon Academy face masks and face shields will remain at school every day and will be cleaned at school daily.
- At this time, all students will wear face masks throughout the day. When instructed, specifically during small group instruction, and as advised within the classroom, students will wear face shields.
- Faculty and staff will utilize Horizon Academy face masks or face shields at all times, depending on the activity. All students and staff must comply with this expectation.
- Students will be provided a hook at their desk for the storage of their face mask and face shield when they are not in use during the school day.

- In the rare instance when a medical condition restricts a student or staff member from wearing a face covering, they should contact the administration about alternatives and provide documentation from a physician.
- Students and employees will be trained on appropriate face wear and correct protocol for wearing them. **Appropriate procedure in this area is crucial to the effectiveness of face masks.**

## **DAILY PROGRAMS & PROCEDURES**

### **Arrival/Drop-off**

- Students may arrive as early as 7:30 a.m. for Early Care. \$5 per day fee. Sign-up required.
- Student arrival and departure will be divided between the front drive (1st-6th grades), the side entrance (7th-8th grades) and the back entrance (9th-12th grades), with zone spacing for arrival/departure. Upon arrival, students will have their temperatures taken before they proceed into the building where they will use hand sanitizer. Parents will remain in their vehicles while their student's temperature is being checked and can depart once their student is approved for arrival.
- Parents will need to be patient and be prepared to take as much time as needed to accommodate this new arrival process.
- To coordinate a designated carpool arrival and departure location, please contact the Front Office.
- Early Care arrival, students arriving late to school, After-School Enrichment Program and Extended Care departures will take place through the front drive and main entrance.
- Students will be administered a temperature check as they depart their vehicle at arrival time and will be required to use hand sanitizer upon entering the building.
- 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 student(s) can return to campus.
- Faculty and staff will have their temperatures checked once they enter the building, as well as use hand sanitizer.
- Midday temperature checks will also be performed for everyone.

### **Dismissal:**

- Parents should remain in their vehicles.
- Faculty will assist students to maintain a staggered departure. Our dismissal times are 3:05 p.m. for Lower School (1st-6th grades), and 3:15 p.m. for the Upper School (7th-12th grades). We appreciate your prompt arrival.
- Students who have not been picked up by 3:25 p.m. will be taken to the office. If you are arriving after 3:25 p.m., please use the front circle drive and call the office when you arrive. Students will be sent out to the car.
- Students are able to register for the After-School Clubs Program (quarterly clubs) that are scheduled from 3:15 p.m. - 4:30 p.m. Extended Care is available from 4:30 p.m. - 5:15 p.m. for students after their club dismisses. Appropriate activities that align with health and safety protocols and social distancing will be maintained during After-School Clubs and Extended Care.

### **Parent/Visitor Access to Building**

- There will be limited parent/visitor access to the building.
- Should the need arise for a parent to enter the building, parents should contact the Front Office.
- In all cases, visitors will have their temperature taken, and be required to wear a mask while in the building.
- 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.
- Parents will not be allowed access to the building to drop off lunches, homework, or other items during the day; however, materials may be left on a table in the lobby if the individual is wearing a mask.

**Lunches:**

- Students will store their lunches at their desks. No shared refrigeration will be available. Lunches should be packed with ice or in an insulated bag. Food may not be shared. Microwaves will be available for reheating food and staff will assist students with their use.
- Students and faculty will eat lunch at their desks with appropriate distancing and only after cleaning their hands, desk, and chair.

**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.

**School Transportation**

- The school van will not be in use until distancing measures are no longer required to protect students and staff.

**Changes to the Calendar**

- 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.
- 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.
- Intake meetings for new students, parent-student-teacher conferences and Annual Review meetings will take place online via Zoom.