

Chapel Hill Academy



Following the guidance of the CDC, as well as local and government regulations, this protocol was developed to address the safety procedures that will be implemented on campus for the start of the 2020-2021 school year. The protocol and guidelines will be updated and replaced as necessary. Chapel Hill Academy will also maintain open communication with local health officials for access to current guidance and best practices. All faculty and staff will complete training on the safety and wellness procedures to be followed. As always, the safety and well-being of your child is our top priority. The protocol follows the specific areas to be addressed using the guiding principles identified by the CDC:

- Promoting healthy hygiene practices
- Intensifying cleaning and disinfection
- Promoting social distancing
- Limiting of sharing
- Checking for signs and symptoms
- Planning for when a staff member, child, or visitor becomes sick
- Maintaining healthy operations

It is imperative that all staff, students, and families follow the health and wellness protocol. We greatly appreciate your cooperation in helping us practice these health and wellness directives. If your family has questions about your child's return to campus, please submit them to chahealth@lenapope.org.

Promoting healthy hygiene practices:

- Handwashing/Sanitizing: Students will wash hands throughout the school day including after transitions, before and after eating, after using a tissue to cover sneezes and/or coughs, and after using the restroom, in addition to handwashing breaks throughout the day. Hand sanitizer will be readily available and used when outside and when hand washing is not available. Students will be taught appropriate hand washing procedures and reminders will be given throughout the day. Visual signs with the appropriate steps for handwashing and good hygiene will also be posted in handwashing areas.
- Cloth face coverings: Face coverings will be worn by all staff and students throughout the day and are most essential in times when physical distancing is difficult. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. When outside and social distancing, staff and students may remove their face masks. When needed, and with social distancing in place, students and staff may take a break from wearing their masks during indoor activities.
 - Families will be responsible for supplying their student's face mask and ensuring it has been properly washed. It is encouraged for students to have an extra mask in their backpack. See the following guidelines from the CDC on how to properly wear and remove a face mask included in this brochure and also online at: <https://www.cdc.gov/coronavirus/2019-ncov/downloads/cloth-face-covering.pdf>

Intensifying cleaning and disinfection:

- All indoor areas used during school will be cleaned and disinfected on a daily basis.
- High touch surfaces will be frequently cleaned throughout the day.
- Use of restrooms and washrooms will be staggered with surfaces cleaned frequently throughout the day.
- Students should bring their own personal water bottle so as to limit the use of the water fountain. Refill stations will be available.

Promoting social distancing:

- Social distancing will be practiced at all times.
- Distancing signage and visual reminders will be prominently displayed throughout the school.
- Student and staff groupings will be as static as possible.
- We will restrict mixing between groups when possible and contact tracing procedures will be implemented.
- Gatherings, events, and extracurricular activities will be restricted to those that can maintain social distancing and support proper healthy hygiene practices.
- Visitors will not be allowed on campus at this time, with the exception of the front office.
- Lunch drop-offs/delivery will not be permitted at this time.
- Seating/desks will be socially distanced as much as possible.
- We will stagger use of shared spaces and disinfect in between use.
- School lunches and breakfast will be served individually.

Limiting sharing:

- Elementary students' belongings will be kept separated from others' and in individually labeled containers and cubbies. Middle school students will be rotating with their belongings to avoid crowding at lockers.
- Individual supplies will be provided by the school to the extent possible to minimize sharing of high touch materials (art supplies, equipment etc. assigned to a single student).
- Electronic devices, toys, books, and other games or learning aids will not be shared.
- Supplies and equipment used by one group of children at a time will be cleaned and disinfected between uses.

Checking for signs and symptoms:

Parents/Guardians, siblings, and visitors must remain inside their vehicle for drop-off and pick-up. Parents must submit a weekly Student Health Screening Form. If your student does not pass the screener, please do not bring your student to school.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4 or higher) or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Procedures if someone is sick:

- Any student feeling unwell, and including those exhibiting any of the above symptoms, will be sent to isolate in the nurse's office. Their temperature will be taken and symptoms assessed by staff.
- Parents will be notified immediately and asked to pick up their child as soon as possible. Please utilize the three parking spots designated as the nurse's office pick-up. Students will remain isolated in the nurse's office until the parent/guardian arrives.
- Chapel Hill Academy will notify the Tarrant County Public Health department.
- The parent/guardian is asked to consult with their pediatrician and follow CDC and local health department guidelines regarding self-quarantine.

- If the student is being tested for COVID-19, notify the school office immediately. Upon results of the test, Chapel Hill Academy families will be notified if a student tests positive. Maintaining confidentiality, the name of the student being tested will not be disclosed.
- You will receive a separate notification if your student was in close proximity to a student who tests positive for COVID-19 and needs to quarantine.
- If the student tests positive, OR, in the case of a student who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, the individual should stay home and isolate until it is safe to be around others.
 - CDC guidelines for what to do when sick can be referenced [here](#).
 - Surfaces in the student's workspaces will be cleaned and disinfected following [CDC guidelines](#).
 - Students/staff who had close contact (within six feet and for 15 minutes or more) with the student during the time the student had symptoms and 2 days prior to symptoms will be notified and considered exposed.
 - If a student is home due to COVID-19 illness, they will resume virtual learning until they have met all requirements to return to campus.

The student may return to school and be with others after:

- three days with no fever (resolution of fever without the use of fever-reducing medications) and symptoms improved and
 - ten days since symptoms first appeared and/or
 - a doctor's note stating the student is healthy and safe to return to school.
- If a staff member becomes sick during the day, they will be sent home immediately in accordance with CDC guidelines. Surfaces in their workspace/classroom will be cleaned and disinfected. Persons who had close contact (within six feet and fifteen minutes or more) with the ill staff member during the time the employee had symptoms and 2 days prior to symptoms will be notified and considered exposed.

| Person | Exposure to | Recommended Precautions |
|---|---|--|
| Individual who has had close contact (< 6 feet) for ≥15 minutes | <p>1. Person with COVID-19 who has symptoms (in the period from 2 days before symptom onset until they meet criteria for discontinuing home isolation; and/or can be laboratory-confirmed or a clinically compatible illness)</p> <p>or</p> <p>2. Person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the 2 days before the date of specimen collection until they meet criteria for discontinuing home isolation).</p> | <p>1. Stay home until 14 days after last exposure and maintain social distance (at least 6 feet) from others at all times.</p> <p>and</p> <p>2. Self-monitor for symptoms</p> <ul style="list-style-type: none"> ○ Check temperature twice a day ○ Watch for fever, cough, or shortness of breath, or other symptoms of COVID-19 <p>and</p> <p>3. Avoid contact with people at higher risk for severe illness from COVID-19.</p> <p>and</p> <p>4. Follow CDC guidance if symptoms develop.</p> |

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

Everyone should

Clean your hands often



- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol**. Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick**. www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



cdc.gov/coronavirus

Cover your mouth and nose with a mask when around others



- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



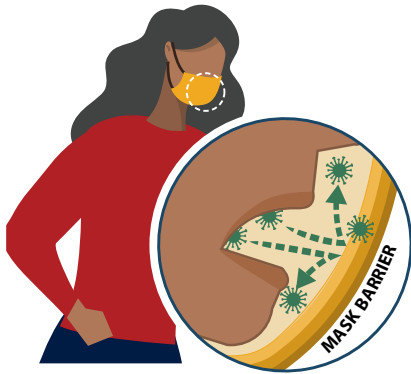
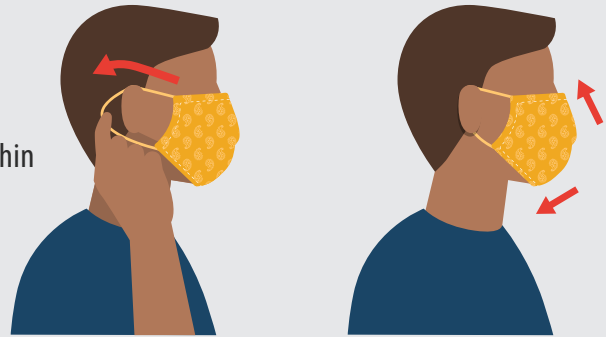
- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

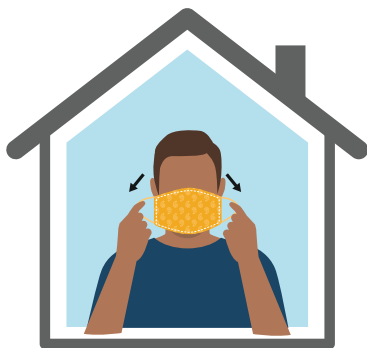


USE A MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water

Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)



COVID-19: Quarantine vs. Isolation

QUARANTINE keeps someone who was in close contact with someone who has COVID-19 away from others.



If you had close contact with a person who has COVID-19



- Stay home until 14 days after your last contact.



- Check your temperature twice a day and watch for symptoms of COVID-19.



- If possible, stay away from people who are at higher-risk for getting very sick from COVID-19.

ISOLATION keeps someone who is sick or tested positive for COVID-19 without symptoms away from others, even in their own home.



If you are sick and think or know you have COVID-19



- Stay home until after
 - At least 10 days since symptoms first appeared **and**
 - At least 24 hours with no fever without fever-reducing medication **and**
 - Symptoms have improved



If you tested positive for COVID-19 but do not have symptoms



- Stay home until after
 - 10 days have passed since your positive test



If you live with others, stay in a specific “sick room” or area and away from other people or animals, including pets. Use a separate bathroom, if available.



cdc.gov/coronavirus



Hands
that look
clean can still
have icky
germs!

Wash YOUR HANDS!



U.S. Department of
Health and Human Services
Centers for Disease
Control and Prevention