



# CALHOUN ACADEMY

## COVID-19 OPERATIONS PLAN

*Last updated July 23, 2020*

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## Health Philosophy

The greatest question Calhoun Academy has to answer is what are we going to do from this point forward in light of COVID-19. After meeting with the Board Thursday night, July 23, 2020, we felt that the following two options would best serve our families:

### **Option 1: Face-to-face instruction**

### **Option 2: On-line option for those who have a compromised immune system or are uncomfortable returning to face-to-face instruction at this time**

Whether online or face-to-face, tuition will remain the same. Our teachers will be working twice as hard preparing instruction for two different platforms. The Board decided that if you choose to withdraw your child, you will be charged the 25% fee for breaking the contract. Our budget is based on the number of student contracts that we receive in hand.

**School will begin with a half day on September 2.** We have chosen this date to make sure our campus is ready and that teachers have had time to prepare for both face-to-face and online instruction.

Our goal is to protect the health and well-being of our CA family while also delivering a strong education. The social and emotional well-being of our students is also very important to us. Not only will our Guidance Department be available, outside resources will be offered to those who need additional emotional support.

It is indeed possible, and important, to move forward this fall with excellence in both areas, face-to-face and online. As businesses have begun to reopen and stay at home mandates lifted, we must realize virus infections will still increase. This is a harsh reality. We are preparing a plan to safely accommodate students on our campus. This document will share what we are doing to provide the safety we can on campus.



***We expect our plan may evolve and be adapted over time, but we will remain committed to providing the most responsible and safe reopening possible.***

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## CA Online

We will be offering an online option for families who do not wish to move their students back on campus this fall. This option will enable students to maintain a strong connection to Calhoun Academy. Participants will work through Google Classroom and a blend of recorded and live-stream classes.

Another reality that we are preparing for as we move into the fall is attendance challenges. The new health guidelines may force students and faculty to have prolonged days off campus if they are impacted by COVID-19. The Calhoun Academy Online program will help students who are absent keep up with their daily classes just as any other student who is a part of Calhoun Academy Online through Google Classroom and a blend of recorded and live-stream classes. Your class information will be distributed after your CA Online commitment has been received.

***We do ask that students who choose the online option remain online for the entire nine weeks. If the student feels comfortable and wishes to return to campus, they are welcome to at the end of the nine weeks.***

### CA Online Team

Mallory Baskin  
Technology Specialist

Donna Corcoran  
Technology Specialist

Lynne' Reeves  
eLearning / Homebound Coordinator



***Please note that should for any reason there be a need (Hurricane, Snow, COVID-19, etc.) for postponing on-campus instruction, our online instruction platform will be activated for all students.***

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## Creating a Safe and Healthy Environment

Calhoun Academy's reopening plan for this fall is founded on two driving questions that many schools are asking:

- 1. How can we create a safe and healthy environment for our students?**
- 2. How can we deliver a strong educational experience for our students?**

The reality is we can put the best of policies and procedures in place, but if our students are not following the guidelines while off campus, our measures will prove to be ineffective. Each family must decide what is right for their family. However, we ask that each family realize that their choices will have significant impacts on the overall Calhoun Academy family.

### **We ask that you DO NOT send your student to school if:**

#### ***Your student is experiencing any one (1) of the following:***

- Fever (defined as a temperature of 100.4 or greater) - or -
- Fever (as defined above) in the last 24 hours - or -
- Shortness of breath or difficulty breathing - or -
- Loss of taste or smell-or-
- New or worsening cough

#### ***Your student has any two (2) of the following:***

- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

**NOTE :** *Any child with any one of these symptoms should consider not attending school regardless for meeting exclusion criteria above. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary.*

- *Any member of the household has recently tested positive for COVID-19*
- *If the student has been identified by DHEC through contact tracing as a "close contact" to a positive COVID-19 case.*
- *If the student or any member of your household traveled outside of the United States, or been in close contact with someone who has.*

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## Interim COVID-19 guidance for schools:

### Management of suspect and confirmed COVID-19 cases

This is based on what is currently known about COVID-19 and will be updated as more information and guidance become available.

#### Students or staff with symptoms of COVID-19

Students and staff should be excluded from school if they have:

##### *Any one (1) of the following*

- Fever-or-
- Shortness of breath or difficulty breathing-or-
- Loss of taste or smell -or-
- New or worsening cough

##### *Any two (2) of the following:*

- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

*Note: Any child with any one of these symptoms should consider not attending school regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary.*

Students and staff should be moved safely, respectfully, as well as in accordance with any applicable privacy laws or regulations, to the isolation room for evaluation. The individual should be provided a mask if they are able to use one, and students should be supervised by a staff member who maintains at least six feet of distance and uses appropriate personal protective equipment (PPE) if available.

School nurses and other healthcare providers should use Standard and Transmission-Based Precautions when caring for sick people.

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### ***Return to school***

- Sick staff members and children will be advised not to return until they have met criteria for return.
- Students or staff excluded for these symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition.
- Students or staff that require testing for COVID-19 will require a negative PCR test (mouth or nose swab) or similar rapid test that directly detects the virus or must complete the current isolation criteria for COVID-19 to return to school.
- Current **isolation criteria** for COVID-19:

Students and staff who test positive for COVID-19 and persons with symptoms of COVID-19 (see list above) who do not get tested, should isolate until:

**Ten (10) days have passed since symptoms started**

**- and -**

**Three (3) days (72 hours) have passed since last fever without taking medicine to reduce fever**

**- and -**

**Overall improvement in symptoms.**

Those who test positive by a PCR test but do not have symptoms will be required to stay out of school until ten (10) days after the specimen was collected.

The criteria above should be used to determine eligibility to return to school. Negative PCR test results are not required after meeting these criteria.

### ***Testing***

A student or staff member who develops symptoms of COVID-19 but does not get tested could limit DHEC's ability to appropriately respond to new cases and ensure the health and safety of other students and staff. PCR testing (nose or throat swab) or similar rapid test that directly detects the virus is required as there is delay in developing detectable antibodies. A negative antibody test is insufficient to rule out a new infection.

- Location of testing sites is available on the DHEC website: <https://scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/covid-19-screening-testing-sites>
- Location of DHEC mobile and pop-up testing sites: <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/covid-19-mobile-pop-clinics>

### ***Cases in Classroom***

If a student or staff member tests positive, they could have been contagious with the virus up to 48 hours before their symptoms began or before their test specimen was collected (for those with no symptoms).

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## **Prevention**

We will ensure maximum distancing between students and other staff while in the classroom and throughout the day to limit the possibility of transmission.

We will encourage the use of masks among students and staff able to use them. Anyone known to be a **close contact** (defined as being within six (6) feet for fifteen (15) minutes or more) to a COVID-19 case while contagious must be excluded from school for fourteen (14) days after last contact with the person with COVID-19. This exclusion requirement applies even if masks were worn if social distancing was not maintained.

For any classrooms where social distancing could not be maintained (classes with young children who do not have assigned seating throughout the day), all children and staff must be considered close contacts and must complete a fourteen (14) day quarantine period.

Students and teachers in a classroom with a known COVID-19 case in which social distancing was reliably maintained should remain together in the same cohort to the extent that is possible. They should receive screening for fever and symptoms (see above) each morning until 14 days after last contact with the case. Note: anyone determined to be a “close contact” must be excluded.

Any of these students or teachers who are monitored and found to have symptoms of COVID-19 should be sent home and excluded and will be required to get tested or complete the required isolation period to return to school. The classroom will need to be closed for cleaning and disinfection before use again.

## **Quarantine**

Some students or staff may have been told they were a close contact to a case of COVID-19 and have to complete a quarantine period. This means they will be required to stay home so they do not risk exposing others to COVID-19 if they become sick. DHEC staff will inform them of the length of their quarantine period. For students, a parents’ note that they have been cleared from quarantine may be used to allow return to school

- **Close Contact:** The standard quarantine period is fourteen (14) days after last close contact with person while they were contagious with COVID-19.
- **Household contact:** If the student or staff lives in the same household as the case and has daily close contact, they will have to quarantine for an additional fourteen (14) days after the day their household member has been cleared from their isolation period.
- **Other household members in quarantine:** If the student or staff lives in the same household as someone in quarantine, they will not necessarily need to quarantine themselves unless the household member in quarantine is then determined to be a COVID-19 case. DHEC will notify those who are required to complete quarantine.

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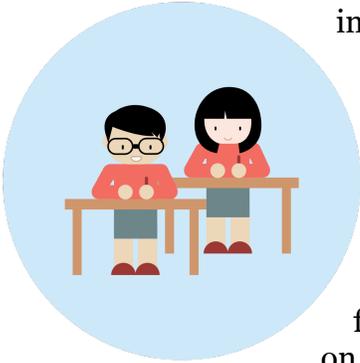
*Note: This guidance is consistent with information available as of July 8, 2020 and may be updated as new information on this novel virus and evolving situation become available.*

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## Daily Guidelines

### **Physical Distance**

“Close Contact” is defined by the CDC as being within six feet of an individual for 15 minutes. In planning for the fall, we are creating as much physical distance as feasible within a school setting. Class seating will be spread out in all rooms to enable students to interact and yet keep a healthy distance from each other. We will also be utilizing plexi-glass dividers in our computer classes with covers for the keyboards and mice. Bottle fillers are also being put in place to decrease water fountain use with the student’s mouth.



### **Class Size and Schedule**

To follow physical distance guidelines, class sizes will be minimized and all desks will be facing one direction. Each class will be monitored for size and spacing based on class location. The schedule will be focused on minimal movement within areas and more flexibility in which groups are moving at certain times. Our Lower School students will stay in their class and the teachers will move to them. Our larger Upper School classes will also be housed in our larger rooms and the teachers will likewise move to them. We are limiting enrollment in our K3 class and our other two kindergarten classes have two rooms that they will utilize for space.

### **Related Arts**

**Recess:** Lower School recess will still be part of the school day. Recess will be broken down by grade level and times will be staggered. Proper hand washing and sanitizing will be implemented both before and after recess.

**Lunch:** Lunches will continue to be served in individual boxes. However, students will not be eating in the cafeteria, they will be eating inside their classroom and designated outdoor spaces at this time.

**Specials:** Some of our teachers will be coming to Lower School classrooms for their designated class times. PE classes will continue with social distancing and will have more outdoor classes when weather permits. Students will still have their computer classes held in the computer labs with plexiglass dividers between each workstation and proper sanitizing practices.

**Library:** Our Media Specialist will be visiting each class during their library time. Books will be pulled and placed on a cart for students to check out. Various studies show that paper-based materials are not considered a high-risk level of transmission. However, library books that are able to be sanitized will be wiped down upon check in and all books will be quarantined for at least a week prior to being checked out again.



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### ***Face Coverings***

**The CDC highly recommends students, faculty, and staff wear masks while on campus, especially when social distancing is difficult.** Many may not want to wear them in the classroom, especially if social distancing is at 6 feet. However, students may want a face covering when going to common areas such as the restroom or moving to computer and PE since those classes are unable to come to our Lower School classrooms. Our Upper School students may want to wear them during break, although we are going to extend the area we use and stagger canteen time. Our staff will be provided face shields and masks. They will be required for our teachers during individual face-to-face instruction. We will not allow students to feel uncomfortable for wearing a face covering or for taking any precautions to prevent the spread of COVID-19. COVID bullying will not be tolerated.



### ***Isolation Area***

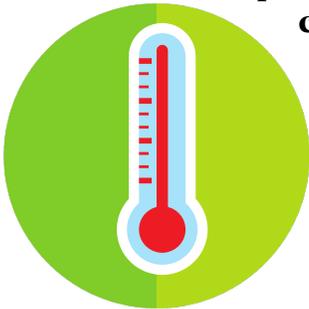
We have added an isolation area in the back of the nurse's office for any student who begins experiencing symptoms of COVID-19. This will allow privacy and isolation for students exhibiting symptoms while parents are contacted. Upon notification by the school nurse and/or student's classroom teacher that their student is experiencing symptoms, parents are asked to pick up their students at the front of the school.

### ***Outdoor Spaces***

We are purchasing a number of picnic tables that will allow for outdoor learning. Weather is a consideration and will dictate daily usage.

### ***Temperature Checks***

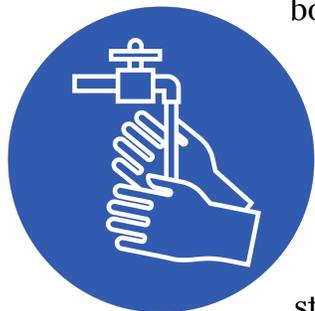
The CDC does not currently recommend that we check temperatures each day; however, parents must be accountable for their child's health. **We will not be conducting daily temperature checks.** Students will not be allowed at school if they are sick, and we ask that parents keep their children home when appropriate. We will be enforcing strict guidelines and will be sending students home with a fever and/or exhibiting virus related symptoms immediately. The student will be isolated until they are picked up by their parents or guardians. Students may return once they have met exclusion criteria set by the CDC.



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## Hygiene Practices

### ***Daily Cleaning and Sanitizing***



The following measures are general guidelines, including information from both the DHEC and CDC, that will help ensure the health and safety of students, mentors, administrators, and staff. These apply to the buildings on campus, athletic facilities, outdoor areas including outdoor classrooms and busses. Implementation of these procedures will be guided and/or altered by what is feasible, practical, acceptable, and tailored to the direct needs of the school based on current best practices and recommendations. We have implemented an enhanced cleaning schedule and protocols of highly used areas on campus. Our janitorial staff and our teachers will be working together to ensure that these areas are cleaned multiple times each day. We will be installing a washer and dryer and utility sink to properly clean and disinfect rags and towels used for cleaning. We are also looking into the installation of UV air purifiers in each classroom.

### ***Hand Sanitizing Stations***

Hand sanitizing stations will be available throughout the campus so students will have easy access to be able to continuously clean their hands throughout the day. We also ask that students use general hand washing techniques, soap and water.

### ***General Buildings, Classrooms, Cafeteria***

Facility staff will wear disposable gloves to clean and disinfect. Surfaces will be cleaned with an approved cleaning agent, and then disinfected with a hospital grade or EPA/CDC recommended agent. All commonly touched or used surfaces will be cleaned daily. Routine and systematic cleaning and disinfecting will take place throughout the day with special attention given to those surfaces that are in high-activity areas or considered high-touch surfaces.

### ***Athletic Facilities/Weight Room***

Weight rooms and exercise equipment will fall under high-touch surfaces and will be cleaned and disinfected after each use/person. All equipment will be wiped down and disinfected immediately after each use, and before the next use.

### ***Outdoor Areas***

Playgrounds in schools generally require normal routine cleaning, but do not require disinfection. High-touch surfaces made of plastic or metal, such as grab bars and railings will be cleaned routinely. Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or ground covers (mulch, sand) is not recommended.



### ***Daily Health Screenings***

We ask that each family screen their child with the criteria found on page 4.

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## Daily Procedures

### ***Campus Hours***

Students will need to depart from campus upon dismissal unless they are participating in or after-school activities and athletics. This is to allow our faculty and staff to properly clean and prepare campus for the following school day. We will be offering Camp Cavalier. However, this year the students will be divided by grade level. We will be keeping our kindergarten students on the Kindergarten Hall and our lower school students on the Lower School Hall.

### ***Daily Student Entry and Exit Procedures***

Our teachers will arrive around 7:40. We ask that although our drop off is scheduled at 7:30, parents make every effort to begin dropping off at 7:40. Students will no longer wait in the hallways or in the outside canteen area. We are trying to minimize large gatherings. Students will report directly to their homeroom class.

## DESIGNATED ENTRY PER GRADE LEVEL

GRADE LEVEL	ENTRANCE
K3 and K5	KINDERGARTEN BUILDING END DOORS
K4	OUTSIDE CLASSROOM DOOR
2nd and 3rd	END DOORS NEAR THE GYM
1st and 4th	LOWER SCHOOL BUILDING FRONT DOORS
5th and 6th	LOWER SCHOOL CANTEEN SIDE DOORS
Upper School (dropped off)	BREEZEWAY DOORS
Upper School (drive to school)	PARKING LOT DOORS

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### ***Visitors***

We will be limiting visitors inside the building. It will be required for all outside resources to wear a mask. **We ask that parents please wear a mask while on campus and refrain from school classrooms and hallways.**

### ***Faculty/Staff Training***

All faculty and staff will be thoroughly trained on CA's COVID-19 philosophy, policies, and overall reopening plan. For the health and safety of all faculty/staff and students, all policies will be clearly articulated, strictly enforced and modeled by CA employees.

## **Athletics, Extracurricular Activities, and Events**

### ***Athletics and Extracurricular Activities***

The COVID-19 pandemic presents all schools with a myriad of challenges in regards to athletics, and other extracurricular activities.

To ensure the safest possible reopening of these types of activities, *Calhoun Academy will rely on South Carolina Independent Schools Association (SCISA) and CDC guidelines.*

- All student athletes must adhere to SCISA rules and complete proper inherent risk forms prior to participation.
- Additional protocols and procedures will be forthcoming. Contact Todd Layton, Athletic Director with questions about athletics.
- Continuous health monitoring such as temperature checks and ensuring proper hygiene requirements prior to practices, workouts and competitions will be conducted.
- Continuous disinfecting of all practice and competition areas, equipment, and transportation vehicles will take place.
- Transportation to and from events may look different this year. This could mean parents would have to provide transportation to athletic events when needed.
- All decisions regarding these activities will be based on the governing bodies' edicts. This includes audience or crowd attendance.
- P.E. classes will use a combination of both indoor and outdoor spaces to enable movement in a healthy manner.

### ***Event Guidelines***

We will continue to monitor all health and safety guidelines as we determine the crowd size and spacing for events such as athletic competitions and school assemblies. We will continue to communicate details as we near each event. Field trips and class trips will not happen this fall at this time. We will continue to monitor as the situation changes day to day.

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## COVID Health Team

Calhoun Academy has assembled a dedicated Health and Safety Team in preparation for this fall. The team will continue to monitor medical updates and guide policies, protocols and planning. The Health and Safety Team includes:

**Becky Haigler**  
*Headmaster*

**Vance Flintom**  
School Nurse

**Sarah Barrineau**  
Upper School Administrator

**Sharie Quattlebaum**  
Lower School Administrator

**Lynne' Reeves**  
Homebound/eLearning Coordinator

**Todd Layton**  
Athletic Director

**Mallory Baskin**  
Technology Specialist

**Donna Corcoran**  
Technology Specialist

**Lauren Culclasure**  
Social Media Marketing Coordinator

**Nancy Smith**  
Website Coordinator

### ***Terminology Notes***

***Cleaning*** refers to the removal of germs, dirt, and impurities from surfaces. It does not kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

***Disinfecting*** refers to using chemicals, for example, EPA-registered disinfectants, to kill germs on surfaces. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

***High-touch surfaces include*** desks, tables, doorknobs, door crash bars, weight room equipment and some athletic equipment or training aids, light switches, countertops, handles, phones, keyboards, toilets, faucets, sinks, etc.