**Re-Entry Guidelines for Cicero SDA Elementary School**

Dear Friends and Family,

It is hard to believe we are almost ready to start another school year. We have been prayerfully going forward with plans to provide face-to-face, in-person instruction for the 2020-2021 school year with the first day of school being Wednesday, August 19. Of course, COVID-19 is impactive just about every facet of our lives and it will have an impact on how we will be doing things at CAES as well.

There is a general consensus that three essential elements of a safe reopening involve: 1) intentional social distancing, 2) face coverings, and 3) increased sanitation practices. Many of our adopted protocols have been designed with these components in mind as best fits our Adventist school community as determined by administration. As the school year is about to begin, we want to make you aware of the steps and protocols we are putting in place to provide for your student’s education, but it is important to recognize that:

**While CAES will make every reasonable effort to provide a safe environment, including specific measures to guard against the spread of a contagion such as COVID-19, no matter the precautions taken, there is no way to fully assure that such measures will be successful in preventing injury, exposure to contagion (including, but not limited to, COVID-19) or illness.**

In order for us to move forward with in-person instruction this academic year, it will be essential for all of our students **and families** do their part in taking appropriate safety measures while both at school and at home. With that in mind, we are asking that families limit the frequency with which you take your child/children to and from school or come into the school beyond scheduled times with teachers. Additionally, if a student or family member becomes aware that they have been in close contact with someone suspected of having COVID-19, we ask they immediately inform school administration and not return to school until further notice.

With that said, the following steps and protocols are being prayerfully implemented for the 2020-2021 school year at CAES with hopes that we will be able to have a safe and successful school year.

**Personal Hygiene**

* Instruction will be provided with posted reminders regarding the importance and procedure for properly washing hands, coughing or sneezing into elbow, not sharing personal items, etc.

**Daily Screening**

∙ Student temperatures will be checked as students arrive each day. Staff members will check their own temperatures before leaving their homes.

∙ Students registering 100.4̊ or above will be sent home. (Adults providing student transportation are asked to remain in the parking lot until their riders have passed the screening.)

∙ If a child spikes a fever during the school day and/or display other COVID symptoms, parents will be contacted and the student will be moved to an “isolation room” until they can be picked up.

∙ Students and staff members with temperatures above 100.4̊ will need to remain home until further testing verifies that they can return to the classroom.

**Face Coverings**

∙ Students will need to wear face coverings when adequate distancing is not possible. (bathrooms, hallways, etc.)

* Please provide at least 2 masks at all time
* Hooks and will be provided for desks to hang student masks on
* **One lanyard for each student will be provided as well**

∙ Families must provide facial coverings--homemade, cloth, or disposable. Cloth coverings must be washed after a day’s use. Disposable coverings must be thrown away after a day’s use.

∙ Teachers will be required to wear face masks or shields while teaching if they cannot maintain social distancing from their students.

∙ During physical activity (PE, gymnastics, recess, etc.) students are not required to wear a mask, unless social distancing can’t be implemented

∙ Students with medically documented reasons for not being able to wear a face mask may wear a shield instead.

\***This is subject to change in reference to a state mandate changing the requirements of face coverings.**

**Distancing**

∙ We will reorganize P.E., choir, handbells, and gymnastics to allow for social distancing.

∙ Personal desks will be spaced 6 feet apart within the classroom. Students don’t need to wear masks while sitting at their personal desks.

**Water Fountains**

∙ A touchless water fountain will be available for students to use

∙ Students should bring their own reusable water bottles or water bottle from home.

**Sanitizing Procedures**

∙ Every room and office will have hand sanitizing dispensers for general use

. Teachers and staff will be trained on sanitizing protocols using EPA approved products

∙ “Common touch” surfaces (entryways, door handles) will be sanitized frequently throughout the day.

∙ Classrooms and individual equipment will be cleaned and disinfected after each use.

. The school building will be daily cleaned and disinfected using approved EPA cleaning products

**Every student should have at his/her personal desk for cleaning his/her personal items**

* + Hand sanitizer bottle
	+ Sanitizing wipes

**Programming Adjustments**

∙ Off-site trips will be individually evaluated and approved only if it is determined that individual student safety can be reasonably expected

. School events that would normally be considered “open invitation” may be closed to guests and there is always a possibility that certain school events may not take place

**Transportation Guidelines**

∙ Carpooling

* + If you are helping to transport other students from other families, we ask that you please use masks in the car for safety

. Dismissal

* + Parents please wait in the cars when picking up your child or children
	+ If weather doesn’t permit dismissal outside, students can wait in the classroom and parents text teachers when they have arrived and students will be sent out.

**Health Protocol (based off of recommendations from IN COVID 19-Re-entry guidelines)**

Federal law typically limits the type of medical inquires that can be made, but given the nature of the pandemic more leeway has been given to districts/schools to make additional medical inquiries of staff and students than would otherwise be allowed such as…

1. Asking if a student is exhibiting any symptoms of COVID-19
2. We can inquire whether an employee is experiencing and COVID-19 symptoms if calling in sick
3. If a student or person is ill, we can make additional inquiries and may exclude the person from school property
4. Even without symptoms, if a student or employee has recently had contact with a person or suspected confirmed case of COVID-19, had someone in their home being tested, or has recently traveled from somewhere considered a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 days.

**Symptoms Impacting Consideration from Exclusion from School:**

1. Fever of 100.4 degrees or greater
2. Cough
3. Shortness of breath or difficulty breathing
4. Chills
5. Repeated shaking with chills
6. Muscle pain
7. Headache
8. Sore throat
9. New loss of taste or smell
10. Testing positive for COVID-19
11. Exhibit one or more of the symptoms of COVID-19 based on CDC guidelines

**Protocol for Individuals Exhibiting Symptoms:**

* In the event a student or staff member exhibits one or more symptoms, or tests positive, the Hamilton County Health Department will be notified for further immediate action
* Students and staff who demonstrate COVID-19 symptoms, or who test positive, must adhere to CDC and/or Indiana State guidelines for returning to school with current guidelines as follows.

**Untested**

* Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following **three**  conditions are met:
	1. They haven’t had a fever for at least 72 hours (3 full days of no fever without use of medicine that reduces fever)
	2. Other symptoms have improved (like shortness of breath has improved)
	3. At least 10 calendar days have passed since your symptoms first appeared

**Testing Positive-Symptomatic**

* Persons who experience symptoms and have been tested for COVID-19 may return to school if the following conditions are met:
	1. The individual no longer has a fever (without the use of medicine that reduces fevers)
	2. Other symptoms have improved
	3. At least 10 calendar days have passed since symptoms first appeared or…
	4. The individual has received **two** negative tests at least 24 hours apart

**Tested Positive-Asymptomatic**

* Persons who have not had symptoms but test positive for COVID-19 may return when they have gone 10 calendar days past their test, and then have been released **in writing** by a healthcare provider.

**Tested-Negative**

* Persons who have taken a COVID-19 test and tested negative, are no longer under COVID-19 guidelines will fall under the schools’ sick guidelines

\*\*Teachers will have a plan in place to provide education to students who have to stay home because of the virus or because shown.

**Missing school due to COVID-19 or Symptoms (teachers and students)**

* School work missed due to COVID-19 or other symptoms will be taught using distance learning
* Teachers may work with students on an individual basis as situations change or arise as to when school work needs to be done and turned in

**\*\*This is a living document and is subject to change as new circumstances may arise.**