



# COVID Response SAFE SCHOOL PLAN

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## **TABLE OF CONTENTS**

<b>INTRODUCTION</b>	<b>2</b>
COVID-19 RESPONSE PLANNING TEAM	2
SCHOOL OPERATING STATUS	2
FULLY-FUNCTIONING CAMPUS PLAN	3
SAFE CAMPUS PLAN	3
Basic Hygiene Protocols	3
Cleaning Procedures	4
Personal Protection	4
Class Size and Classroom Spacing Requirements	4
Music Courses, Worship, and Assemblies	4
Fitness, Physical Education, and Acro	5
Movement	5
Guests on Campus	5
Screening Students	5
Testing Protocols and Responding to Positive Cases	6
Cafeteria - Food Service	6
Events, Activities, and Athletics	7
Travel	7
Dormitory Guidelines	7
<b>2020-2021 TUITION</b>	<b>8</b>
<b>COMMUNICATION</b>	<b>8</b>

## INTRODUCTION

This COVID Response Safe School Plan for the Fall of 2020 outlines the guidelines and steps that Fletcher Academy will use to make decisions during the COVID-19 pandemic. The plan is based on the latest up-to-date public health recommendations. **It will likely need to be adapted in real time as information on this new virus and the advice from the CDC continues to unfold.**

Fletcher Academy is determined to provide in-person instruction if there is any way possible. Remote learning would be an absolute last resort taken only if the Governor in North Carolina specifically told private schools they may not meet in person. Our private school is significantly smaller than public schools in our area and does not have the challenge of bussing kids to school each day. We believe we can provide a safe environment for kids to learn on our campus.

As we continue to review the latest CDC and local government guidelines, adjust our strategies, and implement the plans for returning to school in August, we are committed to being:

1. **Prudent** - The physical and emotional safety of our students remains our primary concern.
2. **Proactive** - Given the magnitude and range of this challenge, we must make difficult decisions and move purposefully. We will make mistakes. We will listen, adjust, and adapt quickly.
3. **Prioritized** - The reason our school exists has never been more clear. Jesus is calling us to serve our communities in an unprecedented time. We desire the students and staff to seize this opportunity to bring people the hopeful message of the gospel as they grow closer to Him each day.

## COVID-19 RESPONSE PLANNING TEAM

This plan was drafted by administration after consulting principals and education superintendents across the Southern Union, meeting with teaching faculty, reading the Center for Disease Control and World Health Organization recommendations, and reviewing the plans for multiple private and public school systems. The **safe campus protocols** summarized in this document were critiqued and edited by a team of medical professionals including a nurse and two physicians. The full plan was reviewed and approved by Fletcher Academy's COVID-19 Task Force.

## SCHOOL OPERATING STATUS

School leadership will regularly review the information from public health officials, county and state leaders to understand the state's reopening phase status and determine a safe school operation plan.

NC Roadmap	School Scenario	Impact
Plan A	Fully-Viable	Resume normal operating procedures (appropriate

	Campus	safety measures in place)
Plan B	Safe Campus and/ or Hybrid Model	Safe School protocols on campus with mixed in-person virtual school solutions
Plan C	Virtual School	Fully-virtual school / remote learning only

The governor of North Carolina has indicated public school systems may begin school under plan B. We have decided to begin somewhere between plan A and plan B. We will make significant changes to our program to reduce risk, but will be meeting on campus for instruction every school day.

It is possible that, even with appropriate application of all the safety protocols in this Safe School Plan, educators and students may still be infected and develop COVID-19. The risk cannot be driven to absolute zero. The plans and protocols outlined in this document are in line with best practices being used at the time of publication.

## **FULLY-FUNCTIONING CAMPUS PLAN**

It is still unknown as to whether a complete return to “normal” during the 2020-2021 school year is possible. Should this be the case, changes related to masks, seating, dining, athletics and activities would no longer be needed. Of course, basic hygiene practices and cleaning protocols would remain in place at all times. Parents would be responsible for monitoring their student’s health.

## **SAFE CAMPUS PLAN**

A safe return to campus necessitates multiple changes in the everyday operation of the school facilities and programs as noted below.

### **1. Basic Hygiene Protocols**

- a. All staff and students will be instructed in proper hand-washing, sneezing, coughing, and other basic hygiene practices. See [CDC directives \(linked here\)](#).
- b. All staff and students will receive instructions on the signs and symptoms of COVID-19 and what to do if they develop. See [CDC symptoms report \(linked here\)](#).
- c. Hand sanitizer will be provided at multiple locations on campus.
- d. Drinking fountains will be disabled and only bottle-filling stations (in 4 locations) will be available for use.
- e. Signs reminding students of proper hand washing and hand sanitizing, social distancing, coughing and sneezing protocols, as well as basic health questions will be posted around campus.
- f. Students and staff with co-morbidity factors such as asthma, immunosuppressive drug therapy, heart disease, HIV, diabetes, and morbid obesity are at a higher risk for COVID-19 illness and complications. Special consideration is to be given to these individuals and appropriate accommodations made for these individuals.

## 2. Cleaning Procedures

- a. Staff and student workers employed as teachers assistants and custodians will follow the [CDC guidelines \(linked here\)](#) for proper cleaning and disinfecting of all surfaces.
- b. The school campus will undergo normal cleaning on a daily basis.
- c. Frequently touched surfaces will undergo cleaning at least twice daily.
- d. Student workers will NOT be expected to clean an area that is knowingly exposed to a positive case.

## 3. Personal Protection

- a. All students and staff should wear masks indoors as indicated in NC state guidelines. These can not be provided by the school at this time; each student, parent, and visitor must bring their own. Students may remove masks when in their own dorm room, when outside and socially distanced, or when alone. Other specific exceptions are found throughout this document.
- b. We support masks being worn whenever and wherever students and staff feel it is beneficial. Masks may be washable cloth or disposable. N95 respirators are not necessary, except for when cleaning / disinfecting an area exposed to a positive case.
- c. Students having a medical exemption may be excused from the mask mandate indoors if they provide a note from their physician.
- d. All students and staff should wash their hands or use hand sanitizer between classes and before eating.
- e. Gloves are *not* required except for custodial staff and student workers cleaning rooms.
- f. Hair coverings, gowns, and shoe protection are *not* required or recommended.

## 4. Class Size and Classroom Spacing Requirements

- a. Desks will face the same direction. At this time, class-size limitations on academic classes are not required as we have a naturally lower class size than public schools. Teachers will, however, work on creating as much space as possible between students. Some classes may meet in larger spaces to accommodate larger class sizes.
- b. Teachers will maintain 6 feet between themselves and the students and will wear masks if in close proximity for in-class tutoring or instruction.
- c. Teachers may remove their masks for up front instruction to assist in voice clarity provided they maintain at least 6 feet of separation from the nearest person.
- d. Fortunately, there are areas within our current buildings that allow us flexibility with instructional spaces. We are exploring these options. We also plan to utilize the outdoors, God's first classroom, to enhance our educational opportunities.
- e. Classroom windows will be open when possible.

## 5. Music Courses, Worship, and Assemblies

- a. Students in the choir, band, and praise team will be spaced 6 feet apart.

- b. Congregational singing may be restricted while indoors until it is safe to resume during worship services.
  - c. We fully intend to continue with the traditional programming that enhances our spiritual and learning community. Adjustments to time and locations will be made to accommodate social distancing and other safety protocols.
6. Fitness, Physical Education, and Acro
- a. The LPC will be following state regulations for opening, cleaning, and spacing requirements.
  - b. Students will NOT share water bottles or other drinks; names need to be on each student's own bottle to prevent accidental sharing.
  - c. Students and staff are encouraged to wash hands and use sanitizer after every practice or class. Personal sports/acro skills will be stressed over scrimmage or close contact practice.
  - d. Equipment will be cleaned/disinfected after use.
7. Movement
- a. Students will be encouraged to walk on the right side of the hallway in the Ad Building to assist with flow between classes. Loitering in the halls will be discouraged.
  - b. Face masks should also be worn in all indoor spaces including hallways.
  - c. Floor tape or other markers may be used to designate 6 foot intervals where lines tend to form.
8. Guests on Campus
- a. Guests should be encouraged to conduct as much business via phone or email to avoid unnecessary contact with students and staff.
  - b. If guests must visit the campus then they are asked to check in at the finance office.
  - c. All adults entering the building should sanitize hands, wear a mask, and practice social-distancing. Temperatures will be checked. Visits should be kept to a minimum frequency and duration.
9. Screening Students
- a. Parents of village students should check temperatures at home every morning. Students with a temperature of 100 or above should stay home and attend classes remotely.
  - b. Parents should ask their student about any cough, congestion, shortness of breath, or gastrointestinal symptoms every morning. Any positives should prompt the student to attend school remotely. Parents will sign an agreement to this policy/procedure.
  - c. As an added precaution, all students will have their temperature checked every day before their first class and/or work appointment. Check locations will be announced.

- d. Students who do not “pass” the morning screening or get sick in the middle of the day, will be quarantined until parents are notified and are able to pick them up as soon as possible. Dorm students will quarantine in a designated space in the dorm and parents will be notified.

#### 10. Testing Protocols and Responding to Positive Cases

- a. Students who develop a fever or fall ill at school will be placed in an area of quarantine and the parents will be contacted.
- b. In the event that any student or staff member tests positive for COVID-19, immediate efforts will be made to inform close contacts. Classmates should be closely monitored for any symptoms. At this time, empiric testing for all students in the class is not recommended; only those who develop symptoms require testing.
- c. Parents will be notified of any positive cases in the school to encourage closer observation for any symptoms at home.
- d. Students sent home from school cannot return to school until they have tested negative or completely recovered, as defined by CDC guidelines (minimum of 10 days from the onset of symptoms and at least 3 days with no fever or symptoms). Fletcher Academy reserves the right to require a statement from the student or employee’s primary care provider, as well as a negative COVID-19 test prior to returning to school. Only employees with direct responsibility for the care of the student will be informed of the specific nature of the diagnosis.
- e. If healthy and capable, students are expected to attend classes remotely.
- f. Siblings of a village student or dorm roommates of a student who tests positive for COVID-19 will switch to remote learning and be tested for COVID-19.
- g. In the event of a positive test, the classrooms and areas exposed will be immediately closed until cleaning and disinfection can be performed.
- h. School will continue to meet in-person unless notified by the state Health Department.

#### 11. Cafeteria - Food Service

- a. Students and staff must wear masks in the cafeteria until they are seated and eating. Once finished, the mask must be put back on.
- b. Students and staff should wash hands before and after every meal. Hand sanitizer is provided in the lunchroom.
- c. Lunch times may be staggered to reduce the concentration of people in the dining room.
- d. Six feet marks on the floor will label the lunch line.
- e. Meals will be served by cafeteria workers wearing gloves and masks. There will be NO self-service stations.
- f. We will only use individual condiment packages (no bottles of ketchup, etc).
- g. Cafeteria seating will be appropriately distanced thanks to our new larger dining area.

- h. To-go meals will be allowed and encouraged to reduce concentration in the dining room.

## 12. Events, Activities, and Athletics

- a. Masks may not be required at outdoor events when adequate social distancing is possible. Masks will not be required while exercising.
- b. The Academy's administration has already begun creating solutions for the many valuable co- and extra- curricular activities that are an integral part of our school's culture. Many of these events will necessitate minor, if not major modifications.
- c. Intramurals may begin with softball because of its limited contact. Future sports will be evaluated as restrictions loosen or tighten.
- d. Students will NOT share drink bottles. All reusable drink bottles must have names attached to ensure no sharing of bottles.
- e. Unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs will be discouraged. Alternative means of showing sportsmanship will be encouraged.
- f. Spectators are allowed provided they are 6 feet apart or wearing masks.
- g. Students and adult supervisors should wash hands before and after every practice and event.
- h. Equipment will be cleaned/disinfected regularly.

## 13. Work-Study Program

- a. Fletcher Academy will follow the guidelines of the Families First Coronavirus Response Act (FFCRA) which is presently in force through the end of calendar 2020. In the event that a student employee is not able to work due to quarantine, illness, or symptomatic and seeking a diagnosis, the student employee may become eligible for limited pay in lieu of regular wages.
- b. Work areas such as Fletcher Park Inn may require students who work in these areas to observe and comply with additional precautionary measures due to unique challenges in these other areas of ministry. Only students who are assigned to work in these locations will only be allowed to enter, and only during their scheduled shift times.

## 14. Travel

- a. When using the vans or bus for transport, face masks should be worn by students and staff. Windows should be open when possible and conditions allow.
- b. Overnight trips will be postponed until further notice. Some trips, due to when they occur in the year, may still proceed with planning, however will not occur without final board approval.
- c. Fletcher Academy highly recommends that students and employees avoid unnecessary travel, particularly travel into recognized "COVID-19 hot spots" that would significantly increase the chance for exposure. We reserve the right to ask any employee or student to self-quarantine to protect the health and wellness of our school community.

## 15. Dormitory Guidelines

- a. Masks will be worn in the dorms at all times except when students are in their own rooms or actively in the shower or brushing teeth.
- b. Students may not go into other students dorm rooms until further notice.
- c. Village students may not enter the dorms at any time.
- d. Visitors/parents may not enter the dorms at any time during the year without permission from the deans.
- e. Dorm students may only sign out with academy staff or their parents for day or overnight trips.
- f. Walmart trips will not be taken with Sunday bus trips. Smaller excursions might be possible but students are encouraged to bring plenty of toiletry items to last until the next homeleave.
- g. Dorm worships will be conducted in smaller groups or outside to allow for safe distancing.

## **2020-2021 TUITION**

Fletcher Academy strives to keep tuition and fees as reasonable as possible. COVID-19 has brought unique issues for the school in all areas. If we are required to move from an in-person to an online instructional style it will not significantly decrease costs; in particular, personnel costs comprise the majority of our budget.

In the event that Fletcher Academy must deliver course work remotely due to COVID-19 and dorm students must return home, room and board fees will be removed. If FA's online education becomes extended, the FAI board may elect to meet and make necessary fiscal adjustments to tuition, fees, or other costs.

## **COMMUNICATION**

Ensuring that our students and families are fully informed remains a primary goal, especially when times and events are uncertain. We are committed to communicating regularly and thoroughly. It is possible that even with the best intentions, something could be omitted or unclear. In those situations, please know that your principal is highly accessible. Simply email, text or call. If he does not have the answer, he will find someone who does.

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