

RETURN-TO-SCHOOL PLAN

IN RESPONSE TO COVID-19



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INTRODUCTION

We have created this plan to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to Socrates Academy. The guidelines referenced in this plan are based on guidance from the Centers for Disease Control and Prevention (CDC) and World Health Organization (WHO). Regular updates will be made to this plan based on information provided by the CDC, WHO, and applicable federal, state and local agencies.

GUIDING PRINCIPLES

In order to ensure the continued well being of our employees the following guiding principles have been put in place:

1. EMPLOYEE AND STUDENT SAFETY MEASURES
2. HEALTH GUIDELINES
3. SUPPORT FOR FAMILIES IN CRISIS

SECTION 1: SAFETY OF STUDENTS, STAFF, AND VISITORS

PHASES AND TIMELINES

Information and direction about the phases and timeline will be sent to all employees, students, and parents before implementation. Please see below for a summary of the phases and timelines.

Phase	Timing	Items
Planning	May	<ul style="list-style-type: none"> • Supplies, equipment • Prepare detailed work schedule for phases • Prepare building and transportation for reopen with thorough cleaning
Phase 1 PREPARE	June	<p><i>Actions:</i></p> <ul style="list-style-type: none"> • Develop and implement a communication plan to inform parents, staff, and students of

		<p>the return-to-school plan and safety protocols.</p> <ul style="list-style-type: none"> • Ensure all necessary safety supplies and equipment are available and ready for use, including masks, hand sanitizer, and cleaning materials. • Modify school spaces and operations to promote social distancing, including classroom layouts, bus routes, and lunchroom procedures. • Develop a system for monitoring and reporting Covid-19 cases among students and staff. <p><i>Considerations:</i></p> <ul style="list-style-type: none"> • The start of Phase 1 will be determined based on the recommendations of relevant authorities and the current state of the pandemic in the local area. • Parents may have concerns or questions about the safety of sending their children to school, and clear and transparent communication will be critical in addressing these concerns.
<p>Phase 2 IMPLEMENT</p>	<p>AUGUST</p>	<p><i>Actions:</i></p> <ul style="list-style-type: none"> • Implement safety protocols and procedures, including mandatory masks for all students and staff, frequent handwashing, and social distancing measures. • Establish a screening process for students and staff to identify potential Covid-19 cases. • Limit class sizes and implement hybrid or staggered schedules to reduce the number of students in school buildings at any given time. • Conduct regular cleaning and disinfecting of school spaces. <p><i>Considerations:</i></p> <ul style="list-style-type: none"> • The implementation of Phase 2 will depend on the success of Phase 1 in controlling the spread of Covid-19 in the school environment. • Students and staff may experience difficulties adjusting to the new safety protocols and may require additional support and training.

<p>Phase 3 MONITOR & ADJUST</p>	<p>CONTINUAL ACTION 2021-2023</p>	<p><i>Actions:</i></p> <ul style="list-style-type: none"> ● Monitor Covid-19 cases among students and staff and adjust safety protocols as necessary. ● Work with state and local health authorities to coordinate contact tracing and testing efforts. ● Provide support and accommodations for students and staff who are sick or need to quarantine due to Covid-19 exposure. ● Continue to communicate with parents, staff, and students about any updates or changes to the return-to-school plan. <p><i>Considerations:</i></p> <ul style="list-style-type: none"> ● The duration of Phase 3 will depend on the state of the pandemic and the effectiveness of safety protocols in controlling its spread. ● Continual monitoring and adjustment will be critical to ensure the safety of students and staff and to prevent outbreaks within the school community.
<p>PHASE 4 MAINTAIN</p>	<p>2022-23</p>	<p><i>Actions:</i></p> <ul style="list-style-type: none"> ● Continue to promote healthy behaviors among students and staff, such as handwashing and covering coughs and sneezes. ● Encourage sick students and staff to stay home and seek medical attention if necessary. ● Maintain a clean and sanitary school environment by regularly cleaning and disinfecting classrooms, common areas, and high-touch surfaces. ● Continue to monitor the health status of students and staff and respond appropriately to any potential COVID-19 cases. <p><i>Considerations:</i></p> <ul style="list-style-type: none"> ● While COVID-19 may no longer be a significant threat, it is important to maintain good hygiene practices and a clean environment to prevent the spread of other illnesses. ● Vigilance and preparedness are still necessary to respond to any potential

		outbreaks or health concerns that may arise in the future.
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EMPLOYEE AND STUDENT SAFETY

VISITOR RESTRICTIONS

Socrates Academy will not allow normal visitation to our campuses until the reopen date. Only Socrates Academy staff are allowed on campus during preparation for reopening. In the event that visitors are required to be on campus due to maintenance or repair, the visitor will be given instructions ahead of time to ensure proper sanitation protocol.

TRAVEL RESTRICTIONS

Socrates Academy will discontinue staff travel to conferences and workshops until further notice unless pre-approved by the Administration and the Board of Directors .

EMPLOYEE SCREENING AND PROTOCOLS

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our employees, we will be requiring employees to complete a self-screening which includes a temperature reading and answering a set of questions related to COVID-19 symptoms including:

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Known close contact with a person who is lab confirmed to have COVID-19

All screening information will be kept confidential by Human Resources and the school nurse.

HEALTH PROTOCOL

- If an employee becomes ill at work or if another person is exhibiting symptoms of COVID19 at work, they may be asked to leave work and go home or to the nearest health center.

- Employees returning to work from an approved medical leave should contact HR and may be asked to submit a healthcare provider's note before returning to work.

If an employee has been diagnosed with COVID19, they may return to work when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
 2. improvement in respiratory symptoms (cough, shortness of breath, etc); and
 3. At least 7 days have passed since symptoms first occurred
- If an employee has symptoms that could be COVID19 and does not get evaluated by a medical professional or tested for COVID19, it is assumed that the employee has COVID19 and may not return to work until the three criteria listed above have been met.

NURSE (NON COVID SITUATIONS)

1. Medical Records: Ensure that all student medical records are up to date and accurate. This includes allergy information, medication lists, and emergency contact information.
2. First Aid Kits: Keep first aid kits fully stocked and accessible in multiple locations throughout the school.
3. Emergency Response: Have a clear emergency response plan in place in case of injuries, illnesses, or other medical emergencies. This includes identifying designated first responders and creating protocols for how to contact emergency services.
4. Medication Administration: Ensure that any medication administered at school is done so safely and with the proper documentation. This includes obtaining signed consent from parents or guardians and keeping detailed records of when and how medication was administered.
5. Health Promotion: Develop and implement health promotion initiatives to encourage healthy behaviors among students, such as handwashing, proper nutrition, and physical activity.
6. Communication: Keep parents, teachers, and school administrators informed of any health concerns or trends that arise. This includes reporting any outbreaks of contagious illnesses to the appropriate authorities.

GUIDANCE IF EXPOSED

While we all hope to avoid exposure to illness from COVID19, we need to be prepared for that possibility. If you or someone you've been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID19, then follow their instructions.
 - a. Your healthcare provider
 - b. Socrates Academy's HR department
 - c. Your supervisor
3. Your supervisor will work with HR to determine appropriate next steps.
4. In case of an emergency, call 911 and let them know you have been exposed to COVID19, then follow their instructions.

SOCIAL DISTANCING

Social distancing is an effective way to prevent potential infection. Socrates Academy employees, students, parents, and visitors should practice staying approximately 6 feet away from others and eliminating contact with others.

- Traffic Flow – Taped lines on the floor will mark the walking direction throughout the office in order to maintain the social distancing requirement of 6 feet
- Ad-hoc Interactions/Gatherings – Non-essential/informal meetups and visiting should be avoided

PERSONAL PROTECTIVE EQUIPMENT (PPE)

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

Masks: Face masks are an important part of employee protection, as well as personal hygiene, social distancing, and frequent cleaning efforts.

Gloves: Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Please note that social distancing should still be practiced even with the use of gloves and masks.

In addition to using PPE, please remember to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available
- Avoid touching your eyes, nose, and mouth
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

PERSONAL WORKSPACE/CLASSROOM

Socrates Academy staff will use the signage provided to indicate the room for sanitizing and disinfecting. All teachers and students are asked not to visit another classroom outside of their team or grade level. Employees are encouraged to disinfect their own personal workspace (teacher desk, phone, etc) throughout the day, giving special attention to commonly touched surfaces.

SHARED WORKSPACE

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. Socrates Academy has alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. The Socrates Academy Custodial Team will clean all workspaces at their designated cleaning time.

Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.

There will be limited access to certain workspaces to reduce exposure to risks and ensure employee safety. Workspace usage is as follows:

Capacity– Socrates Academy will be monitoring the number of employees in the offices while the risk of infection exists and begins to diminish.

Conference Rooms– Certain conference rooms will be closed until further notice. Signage indicating closure/capacity limits will be placed on conference room doors. All meetings are required to use Zoom as a virtual option even for employees in the office or school.

Breakrooms or Teacher Lounge/Multipurpose Room– Please be mindful when using common spaces. Social distancing should be followed and staff **MUST** wipe down anything that has been touched when entering **AND** before leaving. This includes copy machines, refrigerators and other common use items. This double sanitation will further decrease the likelihood of contracting illness by touch.

Signage indicating restrictions will be posted as each phase is implemented.

FACILITIES CLEANING

The safety of our employees and students are our first priority. Upon reopening, our schools have been completely cleaned and disinfected and we will continue to adhere to all

necessary safety precautions. In addition to the deep clean off the office and school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

GENERAL DISINFECTION MEASURES

Category	Area	Frequency
Workspaces	Classrooms, Offices	At the end of each use/day
Appliances	Refrigerators, Microwaves, Coffee Machines	Before and after use
Electronic Equipment	Copier machines, Shared computer monitors, TV's, Telephones, keyboards	At the end of each use/day and/or between use
General Used Objects	Handles, light switches, sinks, restrooms	At least 4 times a day
Common Areas	Cafeteria, Library, Conference rooms, Gyms, Common Areas	At the end of each use/day; between groups

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work.

GENERAL DISINFECTION MEASURES PROTOCOL

General measures should be followed regularly. If sanitation measures are not followed, staff members are subject to a written warning.

DEEP CLEANING AND DISINFECTION PROTOCOL

Deep cleaning is triggered when an active employee or student is identified as positive for COVID 19 based on testing.

SIGNAGE

Signage will be placed throughout the offices and school.



FOOD DELIVERY

Bringing or sharing refreshments during meetings is prohibited in order to limit the risk of contamination. Snack items, candy, and drinks will not be provided until further notice. We ask that there be no food delivered and that food be kept at your assigned space. Personal deliveries such as packages should not be delivered to Socrates Academy.

PREVENTIVE MATERIAL INVENTORY

1. Confirm school Socrates Academy has an adequate supply of soap, disinfection, hand sanitizer, paper towels, and tissues
2. Confirm a supply of gloves and other protective gear
3. Touchless thermometers on-site for employee and student screening

COVID19 CASE FORM

If an employee or student becomes ill on campus/Socrates Academy, he/she will immediately report to Socrates Academy **nurse's isolation room** and the case form will be completed.

Once the employee or student arrives at the isolation room, immediately provide them with a mask and gloves. Explain that this is to help protect other employees and students and prevent the spread of the potential virus.

- The nurse must complete the **Suspected COVID19 Case Form** and call the local health authority and seek advice regarding transportation and location.
- The nurse and others attending the suspected infected person, should also wear a protective mask and gloves while working with the suspected infected person.
- The nurse will direct the ill employee to leave work or call the parent of the student to be picked up and go home.
- The nurse and campus/Socrates Academy supervisor must identify persons who may have come in contact with the suspected infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Advise employees that they may have been in contact with a suspected employee and to carry out self-screening every morning, and based on the results, contact the HR department.
- The isolation area and suspected employee's or student's work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.

RESTROOM USAGE DURING THE WORK DAY

Establish maximum capacity for the facility that allows for social distancing. Post the maximum capacity sign on the door. Provide supplies for employees to clean up after themselves in staff only restrooms.

LOCKER ROOMS

While in locker rooms, students are to stay 3 to 6 feet from others as a normal practice. Eliminate contact with others, such as handshakes. Avoid touching surfaces touched by others to the extent feasible. Avoid anyone who is coughing, sneezing or appears to be sick.

VISITORS ON CAMPUS

The safety of our staff and students remains Socrates Academy's primary concern. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, we are conducting a simple screening questionnaire. Participation is important to help us take precautionary measures to protect you and everyone in the building. **VISITOR**

SELF-SCREENING FORM /

Self Declaration by Visitor

CAFETERIA AND MEAL PERIODS

NOT YET DEVELOPED

CLASSROOM ARRANGEMENTS

NOT YET DEVELOPED

SOCIAL-EMOTIONAL WELL-BEING OF STUDENTS AND STAFF

Socrates Academy/campus counselors will develop videos and resources for parents and teachers to access. The counselors will work with students individually or in small groups to address any well-being needs. The counselors will develop a student and staff survey. This survey will allow for individuals to give feedback on how to develop a stronger outreach program and support their needs.

STAFF TRAINING

1. **Pre-return to school training-**
Presented remotely to ensure understanding and preparedness to align with this manual
2. **First Day Training/Orientation**
Align local protocols and procedures with this manual; meeting area must adhere to social distancing protocols or present via digital platform such as Zoom
3. **Cleaning Crew Protocols**
Disinfection methods, comprehensive cleaning training

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

We will structure the training plan to effectively disseminate information to all teams and audiences.

Content Covered:

1. All training topics can be reinforced with signage in the buildings.
2. School/Socrates Academy checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation protocols
7. On site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

Powerpoint for First Day Orientation (not yet developed)

COMMUNICATION METHODS

To stay updated on the most up-to-date information:

1. Teachers, students, and parents need to check their email often.
2. Visit our Socrates Academy website
3. Follow our social media platforms
4. SeeSaw PK-2; Google Classroom Grades 3-12

II. ACADEMICS AND HOME-BASED LEARNING

Socrates Academy developed a COVID19 Task Force Committee to organize and develop systems in place for Socrates Academy's reopening. The committee members were selected from various departments and grade levels to get a diverse set of knowledge and skills. The committee members were then divided out into sub-committees. As a whole, the committee meets regularly every Monday in May. Each sub-committee meets one time a week as decided by the committee. A committee chairperson was selected to be the spokesperson for the team and keep detailed notes for reporting.

GRADING POLICY

Grading and Attendance

To receive credit and attendance for the courses for this school year students are expected to complete the assignments. The grading policy is located on our [website](#).

Completion Protocols

Students not making progress, not completing academic packets or opting not to participate during this closure, will be eligible for summer school or virtual summer school. For promotion to the next grade level, students will need to have completed the requirements outlined in this grading policy. A Grade Placement Committee (GPC) will be formed for any student at risk for being retained.

RECEIVING AND RETURNING STUDENT WORK IF SOCRATES ACADEMY CLOSES

In the event that the school does not reopen or has to close in 2020-2021, we will follow the guidelines below for receiving and returning student work.

In an effort to cut down on paper packets, Socrates Academy is developing the use of Google Classroom for grades 3-12. Google Classroom and Class Dojo will be another communication method for parents to be able to contact the classroom teachers.

In order to support our students instructionally while they are at home, we are offering a paper solution for families that do not have access to the Internet. This system will involve distributing paperwork packets to families for the students to complete while at home, along with frequent phone calls- either to the students directly or to their parents.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support. This document outlines some procedures by Socrates Academy staff for mitigating the risk that COVID19 is spread while still ensuring instructional support for our students.

PACKET PREPARATION

(Preliminary evidence suggests that the virus can only live on surfaces like cardboard for 24 hours and approximately 2-3 days on plastic. This means that with some very basic sanitation protocols, any risk of homework packets themselves transmitting the virus can be minimized.)

1. No school personnel who have symptoms consistent with COVID-19 should prepare packets. Each day that a staff member will be involved in packet preparation, they should, at a minimum, check their symptoms before putting packets together. Staff members who are symptomatic should self-quarantine as recommended by the CDC.
2. No school personnel should be involved in packet preparation if they know they have had close, direct contact with an individual who has COVID-19 or is otherwise symptomatic. For example, if someone in a school staff member's home is showing signs of the virus, even if they are not yet symptomatic, that school staff member should not be involved in putting packets together.
3. Any location in our school used for packet preparation should be thoroughly cleaned, following appropriate cleaning protocols, before packet preparation begins.
4. If you are putting packets in envelopes, choose envelopes that do not require moistening to seal.
5. **Wait 24 hours** before distributing packets to families if only paper-based materials are involved. **Wait 72 hours** if plastic materials are used.

PACKET DISTRIBUTION

Direct delivery method

All printed packet distributions will utilize the US Postal Service. The US postal service is already transmitting materials every day, and there have been no cases to date of infection caused by this process.

PACKET RETURN

1. In the event that Socrates Academy does not reopen on the set date, instructions to pick up materials or mail in assignments will be given in accordance with this safety plan.
2. From this point forward, any additional packet distributions will now include a self-addressed, stamped envelope for return. In the packets going home to students, Socrates Academy will insert appropriately sized self-addressed envelopes. Parents will mail the homework assignments back to the school.
3. In the event that the parent needs to drop off the packet, Socrates Academy will establish a drop-off location. Our drop off location is the front entrances of the school. A clearly marked bin will be used for parents to drop off assignments. Notification in advance will be communicated to parents to maintain distance from other parents while dropping off packets. Parents should remain 6 feet apart from anyone else while at the drop off. In addition, communication with parents will explicitly tell parents, "Do not come

if you are symptomatic. Either send someone else or wait until you are no longer symptomatic.” Wait 24 hours after a drop off cycle before beginning to open the packets.

4. Parents who received digital or electronic assignments can easily share completed work through digital platforms (email, Google Classroom, etc) ¹or via photo sharing.

ONLINE INSTRUCTION

Zoom is our online component to help deliver weekly live and recorded instruction from the classroom teacher. The teachers will instruct over the lesson and then follow-up with tutorials in the same week.