

Plan for Safe Return of In-Person Instruction and Continuity of Services

On March 16, 2020, by order of the Governor of the State of Ohio, all Ohio schools were closed for the remainder of the calendar year. This plan for the safe return to in-person instruction and continuity of services was created with federal and state guidelines and recommendations in mind, and was developed in compliance with the American Rescue Plan: Elementary and Secondary School Emergency Relief Fund (ARP ESSER).

T.C.P. will implement this plan as we return students and staff to the school building safely and effectively:

**PREVENTION PLAN**

T.C.P. World Academy will implement guidelines and recommendations in accord with those from the Centers for Disease Control and Prevention and state and local health departments. Any changes in community infection rates will be taken into consideration with a view to making changes to safety policies.

**Stay Home when Appropriate**

- **School Administration:** Educate staff and families about when they/their child(ren) should stay home and when they can return to school.
- **School Administration/Teachers:** Actively encourage employees and students who are sick or who have recently had close contact with a person with COVID-19 to stay home.
- **Staff/Students/Parents:** Stay home if you have tested positive for or are showing COVID-19 symptoms.
- **Staff/Students/Parents:** If you have recently had close contact with a person with COVID-19 and are not vaccinated, you should closely monitor yourself for symptoms.
- **Students/Parents:** Conduct a personal health screening including taking your temperature at home every day prior to coming to a school building or getting on a bus, and do not come if you are running a fever higher than 100.4o or showing other symptoms.

**Hand Hygiene and Etiquette**

- **School Administration/Teachers:** Encourage students to use hand sanitizer upon entry into the building and into each classroom.
- **School Administration/Teachers:** Encourage staff and students to cover coughs and sneezes with a tissue. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.

- **School Administration/Teachers/Parents:** Teach and reinforce handwashing with soap and water for at least 20 seconds and increase monitoring to ensure adherence among students and staff. Teach and reinforce use of hand sanitizer when handwashing is not feasible.
- **Custodians:** Place hand sanitizer (with at least 60% alcohol) in common areas and in each classroom.

#### Face Coverings

- **Students/Parents/Teachers/Everyone:** Wearing a mask is required at all times by all students and visitors in the building and while riding on a bus. Masks are not required to be worn by vaccinated staff members. Unvaccinated staff members are required to wear a mask at all times. Masks are not required outdoors if social distancing can be maintained.
- **School Administration:** Provide masks to those individuals who are unable to provide their own mask.
- **Unvaccinated Staff:** Provide your own mask to wear to school each day.
- **Teachers/Parents:** Teach and reinforce use of face coverings. Use positive reinforcement and encourage fun, personalized masks.
- **Teachers:** Schedule regular mask breaks, to allow students to breathe for a few minutes without the mask. Carefully ensure maximum physical distancing during these mask breaks.
- **Parents:** Provide your child with a mask to wear to school each day.

#### Signs and Messages

- **School Administration:** Update messaging as guidance from CDC, WHO, state of Ohio, and local health trends change.
- **School Administration:** Broadcast regular announcements on reducing the spread of COVID-19 on PA systems.
- **School Administration:** Ensure proper signage is installed in building entrances, restrooms, hallways and common areas, offices, leading into the office, classrooms that promote everyday protective measures and describe how to stop the spread of germs (such as by properly washing hands and properly wearing a face covering ).
- **Teachers:** Deliver instruction to students on new safety procedures when school reopens.
- **Parents:** Follow posted guidelines and read all signage whenever entering the building.

#### Cleaning and Disinfection

- **School Administration:** Ensure supplies are readily available for custodians and teaching staff.
- **Custodians:** Make sure teachers are provided with supplies needed daily.

- **Custodians:** Disinfect high touch areas frequently including during teacher plan bells, lunch and after school.
- **Custodians:** Ensure designated doors are propped open at arrival and dismissal.
- **Custodians:** Ensure designated doors are closed after arrival and dismissal.
- **Teachers:** Use supplies provided to spray desks, chairs, and any common materials needed before new students transition into the room.

#### Shared Classroom Supplies

- **Teachers:** Encourage hand washing or hand sanitizer if students are sharing materials.

#### Air Conditioning and Ventilation

- **Custodian:** Install new window air conditioning units in every classroom
- **Teachers:** Keep the classroom door open to maximize airflow and reduce the number of touches to door handles.
- **School Administration:** Continue to make improvements to school ventilation systems in order to improve air quality and reduce the risk of infection and other respiratory conditions, and provide a healthier school environment.

#### Water

- **Parents:** Provide your student with a water bottle daily.

#### Physical Barriers and Guides

- **Custodians:** Install clear plastic desk shields on each student desk in all classrooms.

#### Communal Spaces

- **School Administration:** Do not allow large groups of students in communal spaces to promote social distancing.

#### Bus Transportation

- **School Administration:** Consult with bus transportation agencies to review and facilitate safety protocols for the safe transportation of children to and from the school.
- **School Administration:** Require seating charts to facilitate contact tracing in the event that it becomes necessary.
- **Students:** Wear a face covering on the bus.

## Food Service

- **School Administration:** Provide appropriate trash receptacles and collection procedures to accommodate meals in classrooms.
- **Food Service Staff:** Provide breakfast and lunch for students to eat in their classrooms.
- **Food Service Staff:** Individually wrap and package all meals.
- **Food Service Staff:** Deliver breakfast and lunch to each classroom.
- **School Administration:** Provide desktop barriers for meals when masks are removed.
- **Teachers:** Disinfect all desks and table tops before and after lunch.
- **Teachers:** Allow students to remove masks when seated and eating breakfast/lunch.
- **Teachers:** Ensure that technology devices are kept in a separate area when students are eating meals in the classroom.

## Protections for Staff and Children at Higher Risk

- **School Administration:** Offer options for students at higher risk of severe illness that limit their exposure risk (e.g., remote or hybrid learning).
- **Staff:** Utilize personal protective equipment when close contact is necessary.

## Visitors

- **School Administration/Teachers/Parents:** Only visitors picking up or dropping off materials to the main office are permitted to enter the building. Visitors stopping at the office must wear a face covering. Visitors are not permitted throughout the building.

## Scheduling

- **School Administration/Teachers:** Ensure students maintain physical distance whenever possible.
- **School Administration:** Stagger arrival and drop-off locations or put in place other protocols to limit large crowds and contact between students who are not in class together.
- **School Administration:** Monitor drop off and dismissal to ensure students do not congregate in groups.
- **Teachers/Staff:** Supervise hallways and common areas to ensure students are reporting immediately to class and not congregating in hallways or common areas.
- **Teachers/Staff:** Assist in supervision of restrooms, hallways, and common areas.
- **Students:** Report immediately to your classroom, upon arrival to school.
- **Students:** Maintain maximum physical distance from peers whenever possible in hallways, common areas, offices, etc.

- **Students:** If all restroom stalls are in use, students wait outside the restroom entrance.

#### Communication

- **School Administration:** Broadcast regular announcements on reducing the spread of COVID-19 on PA systems and on digital signage.
- **Parents:** Ensure contact information is up to date in the event school personnel needs to contact home.

#### Thermometers

- **School Administration/Teachers/Staff:** Designated school personnel will take temperatures daily at all student entrances with a forehead touch less thermometer.
- **Students and Parents:** Conduct self-screening every day prior to coming to a school building and do not come if you are running a fever higher than 100.4o or showing other symptoms.

### TRACKING AND CONTAINMENT PLAN

Anyone whose temperature exceeds 100 degrees will be asked to return home, and T.C.P. will follow up with such persons in order to keep informed of their condition and the advisability of their returning to the school building. In the event that anyone reports infection with COVID-19, T.C.P. will initiate contact tracing and will take appropriate measures to prevent the spread of infection. Procedures and communications related to contact tracing and quarantining will adhere to state and local health department guidelines.

#### Home Isolation Criteria

- **Parents/Staff/Students:** Sick employees or students should consult with their healthcare provider or local health department, and follow their guidance along with CDC-recommended steps if they are sick.
- **Parents/Staff/Students:** Sick staff members or students should not return until they have met CDC's criteria to discontinue home isolation and personal healthcare provider.

#### Isolate and Transport Sick

- **School Administration:** Ensure the student isolation area is properly supervised when in use.
- **School Personnel:** Isolate students who are showing symptoms to a separate area away from other students and staff.
- **Custodians:** Ensure regular cleaning and disinfecting takes place in the office area and isolation area.

- **Parents:** Ensure there are multiple, pre-arranged methods of getting a student home from school should they become ill or exhibit symptoms.

Clean and Disinfect
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- **Custodians:** Clean and disinfect the isolation area after students who utilize the area have left the building.

Notify Health Officials and Close Contacts
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- **School Administration:** Provide standard letter templates to communicate confirmed cases.
- **School Administration:** When needed, communicate the building staff/students who are COVID positive and send parent notifications when directed to do so by Environment Health and Safety or the local health department.
- **School Administration:** Notify local health department of confirmed or suspected cases.
- **School Administration:** Communicate with local health department to assess risk and other close contacts of a confirmed case. Close contacts will be notified. Fully vaccinated individuals will not need to quarantine.
- **School Administration:** Determine if a short term closure is necessary for a classroom, pod, or entire school.
- **School Administration:** Develop and communicate a remote learning plan in the event of a short term or long term closure.
- **School Administration:** Actively monitor return of staff and students who had previously reported ill, due to COVID related symptoms and ensure they are following proper protocol for Return to Work/School.
- **Staff:** Understand and follow the staff/student ill procedures and the confirmed COVID-19 procedures.
- **Teachers:** Develop and communicate to students/parents the class remote learning instructional plan that will be used in the event of a short term or long term closure.
- **Staff/Parents/Students:** Be aware of and ready to implement the remote learning plan in the event of short term or long term closure.

### **CONTINUITY OF SERVICES PLAN**

- T.C.P. World Academy will start the 2021-2022 school year early, on July 29, in order to more effectively assess and address any learning gaps that may have resulted from the COVID-19 shutdown, and to mitigate the academic, health, and psychological effects of the prolonged shutdown.
- In SY 2020-2021, T.C.P. was able to develop and implement a remote learning platform that kept students learning throughout the school year, and with the return to in-person instruction, T.C.P. will continue to make every effort to ensure continuity of services.
- T.C.P. has developed and will implement a hybrid learning model for SY 2021-2022. In some classes, using technology, teachers will instruct students

simultaneously in two different classrooms within the building. This will increase physical spacing of students. Teachers will also instruct, remotely, those students who need or choose to remain home for health reasons.

- T.C.P. will assess any learning loss resulting from the shutdown, and will focus intensely on remedial instruction in order to close learning gaps.
- T.C.P. will use Star Reader and Star Math testing data to assess students' academic proficiency and progress.
- T.C.P. will use grant funds to maintain staffing and hire additional staff to facilitate distancing in the school building; to acquire technology needed in the classroom; to provide a healthy and safe school environment; to acquire needed health, safety and sanitation supplies; to maintain frequent communication by mail, phone, and electronically, with parents regarding health and safety policies and developments within the school and community; and to keep each parent informed about his/her child's academic progress.
- T.C.P. will assist parents in addressing students' psychological and emotional needs. The school's psychologist will maintain close relationships with students and will assess their needs.
- T.C.P. will continue to provide meals to children, and will implement all necessary health and safety policies related to prevention of food-borne illness and well as minimizing the risk of COVID-19.

T.C.P. World Academy's plan for Safe Return to In-Person Instruction and Continuity of Services is subject to change during the school year due to the possibility of developments in the COVID-19 pandemic, changes in CDC, state and local health department guidelines and recommendations, or orders from government agencies. If necessary, T.C.P. will remain prepared to implement alternative instruction plans.