



COVID PROTOCOL/ ESSER III SPENDING

Effective 10/1/2021

The following document lists the procedures and protocols Promise Prep will put in place for the 2021-2022 school year in response to the COVID-19 pandemic. This document will be posted on the Promise Prep website. It will likely change over time in response to guidance provided by the Center for Disease Control (CDC), and Marion County Public Health Department (MCPHD). All updates will be highlighted with the date they were made. Our intention is to create a plan that can be responsive to changing needs both in Marion County broadly and in our school specifically

Prevention of the Spread of Illness Begins at Home: Preventing the introduction of Covid-19 to our school community begins with all of us at home. If a child or staff member is ill with a common Covid-19 related symptom (repeated below), that person should stay home from school, unless that symptom is otherwise explained. If a student is quarantining at home, remote learning will be provided during that time.

- Symptoms Impacting Consideration for Exclusion from School Students and employees will be trained to recognize the following COVID-19-related symptoms:
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell

In-School Instruction

- In-school instruction:** Students will be in person at school Monday through Friday. Students will be moving from class to class. They will have desk space that will be disinfected throughout the day.
- Remote instruction:** If our health response requires that we change this schedule - to stagger groups at different times in the building for example - families will be notified with as much lead time as possible. Similarly, if local or state officials call for school buildings to close once more, we will shift to full-time remote learning classes according to their instructions.

For further details please review our virtual literacy/math programs.

- [Virtual Literacy Program](#)
- [Virtual Math Program](#)
- Zearn Math also has a digital platform capabilities

At home learning options if sick:

- If you need to keep your child home for illness/ exposure to covid-19 there will be a remote student work option. The students will not meet online.
- If a student tests positive or is exposed to someone who is positive and they need to quarantine, a remote option will be given to that student.

Health Protocols:

State statute gives schools/school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6).

If a student or staff member has a fever they must remain home until they are fever free, without the use of fever reducing drugs, for 72 hours or 3 days regardless of their other symptoms.

Screening

- Promise Prep will communicate information to parents and employees about the symptoms of COVID-19
- Self- Screening: Children will be screened by a family member, and staff will self-screen, for any COVID-19 symptoms prior to coming to school each day. Any symptoms of COVID-19 that cannot be otherwise explained will cause that student/staff member to be prohibited from coming to school.

- In addition, Promise Prep will provide School-Based Screening each morning. Student and staff temperatures will be checked with a touch free thermometer prior to entering the building each day. Students that exhibit symptoms without being otherwise explained are prohibited from coming to school. If they do come to school, they will be sent home immediately.
- If a parent tells us that a student is ill, we may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the school may make additional inquiries and may ask that person to leave the school and go home.
- Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19 because of illness, or has recently travelled from somewhere considered a “hot spot” by the CDC, the student or employee may be asked to remain away from the building and provided the recommendation that they self-quarantine for 14 calendar days.
- Symptoms Impacting Consideration for Exclusion from School Students and staff will be trained to recognize the following COVID-19-related symptoms:
 - A fever of 100.4° F or greater
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills
 - Muscle pain
 - Headache
 - Sore throat
 - New loss of taste or smell
 - Unvaccinated staff member with no symptoms, with confirmed close contact with
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The Indiana state website (<https://www.coronavirus.in.gov/2524.htm>) has a list of over 200 testing facilities, their location, and hours of operation. This list is updated frequently. Once a student or employee is excluded from the school environment due to COVID related symptoms, they may return if they satisfy the recommendations of the CDC.

Untested for COVID-19 Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following four conditions are met:

- They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers)

- Other symptoms have improved (for example, when your cough or shortness of breath have improved)
- At least **10** calendar days have passed since your symptoms first appeared.

Tested Positive- Symptomatic

Persons who experienced symptoms and have been tested for COVID-19 may return to school if the following conditions are met:

- The individual no longer has a fever (and is fever free for 72 hours without the use of medicine that reduces fevers)
- Other symptoms have improved (for example, when your cough or shortness of breath have improved);
- At least 10 calendar days have passed since symptoms first appeared; or
- 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 without symptoms and have been preferably released by a healthcare provider or have had two consecutive negative tests in a three day or more period.

- If a student or staff member has a fever, regardless of the cause, that person must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions
- Students or staff exhibiting COVID-like symptoms at school will be isolated in a specific room in the building assigned for this purpose. All isolated staff or students will wear a cloth face covering. Only essential staff assigned to the room may enter. A record will be kept of all persons who entered the room and the room will be disinfected several times throughout the day. Strict social distancing is required and staff must wear appropriate PPE. Students who are ill will be walked out of the building to their parents.
- **Additional Notes**
 - All positive cases (staff or student) are reported to Marion County Health Department
 - Required COVID quarantine does not count towards PTO

Masks/face shields

- The most recent guidelines issued by the Marion County Health Department instruct the following:
 - Cloth face coverings are required for all students and staff, even if vaccinated, while indoors.
 - Masks are not required while outdoors and maintaining distance but strongly recommended.
 - EXCEPTIONS:
 - i. Any staff or student with health conditions that makes the wearing of a face covering a risk to their health.
 - ii. Preschool students.
 - iii. When staff or students are performing tasks that cannot be completed while wearing a face covering: eating, drinking, etc.
 - iv. Any student who is unable to remove a face covering on their own.
 - v. When the wearing of a face covering or mask by a teacher may impede the student's learning, face shields should be used.

Hand washing

- Students and staff will be required to use hand sanitizer upon entry to the building each day, and prior to leaving for the day.
- Hand washing and/or hand sanitizing will occur frequently throughout the school day, and always after leaving the classroom

Bathroom

- Classrooms will have their own designated bathroom that will be sanitized frequently throughout the day

Cleaning and Disinfecting

- We will increase disinfecting of all frequently touched surfaces and items throughout the day.
- The school building will be cleaned, and all primary surfaces will be disinfected/sanitized, each evening.
- Additional cleaning over and above what is stated here will take place as needed.

STAFF

Arrival: Staff members will be required to take their temperature before reporting daily. The temperature should be below 100.4°F (38°C)

- **Feeling sick:** All staff members are advised to stay home if experiencing any COVID 19/flu like symptoms (including but not limited to a fever, chills, persistent cough, inability to comfortably breathe)

- **Washing hands/Hand Sanitizer:** In addition to handwashing during the day teachers and school leadership will be required to use hand-sanitizer every two-hours during the school day.
- **COVID-19 Training:** All staff will be required to participate in a Health & Sanitation Action Plan meeting prior to doors re-opening to students. If allowed, this meeting will be conducted in small in person groups practicing physical distancing, or virtually.
- **Employee Meetings:** All whole staff, or individual face to face meetings will be held in areas that allow for appropriate physical distancing between employees. Hand sanitizer will be located throughout the building so that employees have access to use before and after meetings.
- **Face Mask:** Staff are required to wear a mask daily. If a staff member shows without their mask they will be given a disposable one for the day. This guideline will be followed until the CDC/WHO states it is no longer necessary for individuals to wear a mask.
- **Implement measures to decrease employees congregating in one location:** minimize use of Teacher Work room to essential business. Ensure social distancing within reason during in person meetings.
- Take measures so persons exposed can be more easily traced by the health department:
 - Use assigned seating when possible
 - Use sign-in sheets for in-person meetings to document attendees.
 - Keep accurate records of any persons other than students and staff entering the building, their reason for entering, and locations in the building to which they travel.
- **Adult showing symptoms of being sick during hours of operation: If the adult has a fever or showing any other signs of COVID**
- **Required documentation necessary for adult returning to school after being sick: A doctor's notice confirming that they no longer have the COVID virus**

STUDENTS

Arrival: Students will be required to have their temperature taken before entering. The temperature should be below 100.4°F (38°C)

- **Feeling sick:** All parents are advised to keep their children home if experiencing any COVID 19/flu like symptoms (including but not limited to a fever, chills, persistent cough, inability to comfortably breathe)
- **Washing hands/Hand Sanitizer:** Throughout the day there are several opportunities in which students can wash or hand sanitizer their hands.

- **Face Mask:** Students are required to wear a mask daily. If a student shows without their mask they will be given a disposable one for the day. This guideline will be followed until the CDC/WHO states it is no longer necessary for individuals to wear a mask.

VISITORS

- Front Office Assistant or designated staff will take the visitors temperature at the door and she/he will sign them in. The temperature should be below 100.4°F (38°C)
- If the visitor passes the temperature check he/ she will be given a disposable mask if they do not have a mask on
- If the visitor has a temperature or exhibiting any other sign of being sick they will not be permitted to enter the building.
- Visitors to the building will be limited.

OPERATIONS

- **Health and safety signage:** There will be health and hygiene reminders throughout the school (internal and external) that follow the safety precautions of the CDC and the Marion County Health Department.
- **Air filter and HVAC cleaning**

ESSER

With frequent data points, our team is prepared to leverage the ESSER funding to support us in two areas (Janitorial (Safety measures for Covid) and Staffing). To ensure that we are providing our students with quality education is the most important part of our plan and where we are spending the majority of our resources from ESSER on staffing.

-In our ESSER III budget, we plan to use the funds for teachers/educators to support the whole group and small group instruction.

-To ensure that our school is safe, clean and the environment is conducive to learning. We will use the funds for janitorial and cleanliness of the building to create a conducive space for high quality instruction.