

# Wilmington Academy of Arts and Sciences

## Parent-Student Handbook Addendum

### COVID-19 Safety Guidelines and Protocol

2020-2021

This addendum to the 2020-2021 Parent- Student Handbook is necessary in order to adhere and comply with the recommended/required public health guidelines designed to limit exposure to the Corona virus during the COVID-19 pandemic.

This addendum will set forth school wide expectations and procedures/protocols for students, parents and teachers. Please familiarize yourself with the contents, and read and discuss these procedures and expectations with your child since they are required to follow. Please understand that no set guidelines can cover every conceivable situation that may arise at a school, but, as we implement the **Hybrid Model with Options**, we are hopeful that the content in this handbook will outline the safety procedures practiced at school and answer your questions regarding day-to-day operations.

The rules, policies and procedures set forth in this addendum are intended to apply prior to the first day of school and throughout the time that these policies are in place under the COVID-19 circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This addendum and standard handbook do not limit the authority of WAAS to deviate from established rules and procedures set forth. WAAS reserves the authority to deal with individual circumstances as they arise in the manner WAAS deems most appropriate, taking into consideration the best interests of the school, its faculty, employees, students and overall school community.

Content in the addendum may need to be revised or updated by the BOT. If a major policy revision or change is made, you will be informed by email. Any student or parent with a question about any handbook policy or statement should contact Mrs. Upton, WAAS Director or any Board of Trustees member.

#### **Hybrid Model with Options:**

Currently, WAAS offers three options for learning. These are subject to change. In the event that a student needs to change modalities, please let Mrs. Upton know one (1) week in advance. Excluded from modality changes are health emergencies or COVID exposure.

1. 100% remote
2. Partial remote- pick up child/children at lunch or during a break
3. Hybrid



## **Our Commitment**

- Focus on safety through science driven, fact-based studies, guidelines, recommendations and protocols
- Dedicated COVID committee in place holding meetings monthly and more frequently as needed to evaluate control strategies.
- Follow, as applicable, the guidelines and recommendations of the CDC, WHO, AAP and the NC School Reopening Toolkit
- Present the full curriculum to students using the most effective teaching methods and strategies within each content area
- Communicate with parents as we navigate together these uncharted waters
- Clean, sanitize and disinfect common areas (Cleaning crew is contracted to clean and disinfect 2-3 times a week, more if needed)
- Internet/Zoom issues happen on the WAAS campus and in your home for different reasons. The WAAS staff is committed to correcting the issues happening on campus as quickly as possible and notifying family of issues as they are noted.
- School Director is the COVID point of contact

## **Working Together Family Responsibilities**

- Understand and remind students that “school”, both virtual and face to face, and the teachers’ methods and modalities will have a “different look” compared to past years.
- Discuss with your child the importance of faithfully following the rules and guidelines for the reopening of school
- Take seriously your individual and collective roles in keeping each other, our families, our teachers and communities safe
- Communicate with the teachers/Mrs. Upton if your child (ren )’s instructional needs or situations change or need to be changed.
- Immediately report exposure to or diagnosis of the coronavirus
- Trust, support and be patient with our teachers
- Provide child with a comfortable, properly fitted clean or new mask to be worn inside the building
- Provide a water bottle for each child each day (no glass) Students may refill water bottles at the sink in the cafeteria, but it is encouraged to send enough water to last for the day

## **Working Together Student Responsibilities**

- Follow procedures, protocols and signs set forth by the BOT, director and teachers
- Maintain 6 feet distancing during entering and exiting school, breaks, lunch, restroom areas
- Wash hands often, using soap and warm/hot water afterwards; use hand sanitizer
- Complete attestation form daily when logging onto your electronic device
- Stay in designated area unless teacher or director instructs you otherwise



- Maintain commitment to student pledge
- Keep individual designated work area clean and disinfect at the end of the day
- If your child is not able to get into a class due to internet/Zoom issues- please notify the teacher as soon as you are able. The student will need to work with the teacher to complete the missed work.

## **Social Distancing and Minimizing Exposure**

- Implement Plan B using two cohorts, with options.
- Teachers and students are required to wear correctly a new or clean (newly washed) mask while inside the building
- Student remain in assigned classroom(s) and designated seat (with optional trifold) unless otherwise instructed (this includes lunch, Guided Study and Zoom classes)
- Teachers change classes to deliver instruction.
- Reminder stickers and signs will be posted in common areas and halls to indicate the direction for students to enter and exit
- Students' arrival will be staggered with students waiting in the car until the temperature has been checked and students are cleared for entrance by the director or designee. For dismissal, students will wait in the designated area until the director calls for one student (and siblings) at a time.
- Students will use book bags and crates in the classroom; lockers will not be issued (The shelves are not to be used for storage.
- Students will keep lunch, water bottles and snacks in book bags. No sharing lunch or snack.
- Outside mask breaks will be monitored and 6 ft. distancing will be enforced
- Individual, portable trifolds will be assigned to every student and stored at school. Trifolds are optional and can be removed with the parents permission.
- Student seating will range between 3 ft-6 ft distancing (with layered protection such as trifolds and wearing masks. Efforts will be made to practice as much social distancing as possible, but it depends primarily on the size of the classroom and the number of students in the class.)
- Minimize sharing of materials, books, calculators, etc. (Students must be prepared with all needed supplies; teachers cannot provide.)



## Protocol for Students and Family

**For students entering the building:**

**Anyone showing symptoms of COVID-19 or who may have been exposed to COVID-19 should not be at school.**

Before entering the building, students will be asked the following questions:

1. *Have you been in close contact with anyone diagnosed with COVID-19, or have you been advised to quarantine? (If yes, when did the quarantine start/end?)*
2. *Since you were last at school, have you had any of the following symptoms: Fever, chills, shortness of breath and/or difficulty breathing, new cough, new loss of taste or smell*
3. *Since you last in school, have you been diagnosed with COVID-19?*

For the students who answer no, the temperature will be taken using an infrared forehead thermometer. Students with a temperature of 100.3 or lower will be allowed in the building.

## Protocol for Students and Family

**For students returning to school after quarantine:**

1. *Has it been at least 10 days since the student first had symptoms?*
2. *Has it been at least 24 hours since the child had a fever (this includes without using fever reducing medicine)?*
3. *Has there been symptom improvement, including breathing and shortness of breath?*

A parent must ensure that the answer to all three questions is YES before the child will be allowed to return to school.

Before signing onto their computer each day, students will be asked the three aforementioned questions. A report will be generated and given to the director to keep on file.



## Protocol for Teachers

- Teachers and staff who show symptoms of COVID-19 or who may have been exposed to COVID-19 will not be at school.
- If a teacher has had “close contact” with a positive tested student, then testing and quarantine are recommended, but only if the student tests positive, NOT if the student only has exposure to the virus.
- Teachers and staff are only required to wear masks when they are around students, parents and other teachers and staff members.
- Teachers who are quarantined and asymptomatic will have the option to teach virtually. Teachers who do have symptoms will either have a substitute or classes will be postponed until the teacher can return to normal duties.

## Carpooling

To keep the contact tracing manageable, carpooling is discouraged. In the event that carpooling is inevitable, then it is recommended that students wear masks and keep the windows down when possible. Students carpooling will be kept in the same groups to make the contact tracing easier. Parents should notify Mrs. Upton of carpooling arrangements.

## Confidentiality/Communication

All information related to COVID-19 contact tracing and diagnosed cases will be kept confidential. WAAS staff members/WAAS board members (if applicable) can NEVER disclose the names of any persons infected or in close contact with someone infected due to confidentiality. Mrs. Upton will advise parents of what action needs to be taken.

## Procedure for Presumed or Confirmed Cases

- As situations evolve rapidly, WAAS has identified Director, Beth Upton, as point of contact person for all presumed or confirmed positive cases of COVID 19. Consulting with members of the COVID committee may also be necessary.
- Contact tracing will be immediately implemented and each case will be reviewed on a case by case basis with the help of New Hanover Health Department contact tracers.



- Staff and families of all students who are identified as being in close contact with a COVID 19 positive individual will be contacted by phone. Close contact is defined as less than 6ft apart for greater than 15 minutes.
- Students who come in contact with an individual identified as COVID 19 positive will be unable to participate on campus until a mandatory two-week self quarantine has been completed and the student or staff member is symptom free.
- In response to a suspected, presumed or confirmed case of COVID-19 at school, the procedures outlined by the NC Department of Health and Human Services in the “Reference Guide for Suspected, Presumed or Confirmed case of COVID-19 (K-12)” will be followed. This guide may be found at:  
[https://files.nc.gov/covid/PHT-ScreeningReferenceGuide\\_6.30.pdf](https://files.nc.gov/covid/PHT-ScreeningReferenceGuide_6.30.pdf).
- The school will follow the directions followed by the local Health Department regarding cleaning and/or school closure.

## Resources Related to COVID 19

- **Child’s Pediatrician**
- **New Hanover County Coronavirus Call Center 910-798-6800**
- **Strong Schools NC Public Health Toolkit (K-12) updated Sept 17, 2020**
- **Links for New Hanover County COVID 19 Testing Data and the Dashboard**
  - <http://health.nhcgov.com/your-environment/public-health/coronavirus/screening-testing/>
  - <https://nhcgov.maps.arcgis.com/apps/opsdashboard/index.html#/6ad6ed9614fe4ff7a7a43b186a646835>
  - <https://covid19.ncdhhs.gov/dashboard/testing>
  - <https://files.nc.gov/covid/documents/guidance/Strong-Schools-NC-Public-Health-Toolkit.pdf>
- **PHT-Screening-Reference-Guide.pdf**
  - [https://files.nc.gov/covid/PHT-ScreeningReferenceGuide\\_6.30.pdf](https://files.nc.gov/covid/PHT-ScreeningReferenceGuide_6.30.pdf)
- **Harvard Global Health institute Covid Risk Level Map**  
<https://globalhealth.harvard.edu/key-metrics-for-covid-suppression-researchers-and-public-health-experts-unite-to-bring-clarity-to-key-metrics-guiding-coronavirus-response/>