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**Return to School Health and Safety Plans**

*May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.* Romans15:13

Through commitment, faith, perseverance, and love, Richard Winn Academy will proudly open our doors on August 13th to welcome our students for the start of the 2020-2021 school year. This year, as preceding years, will bring forth challenges that we will meet and overcome together as a family, who is committed to working together to create an educational environment that promotes excellence and growth while ensuring the safety and security of our students, faculty and staff. Our top priority remains on their health and well-being and our return to school plans outline our approach in meeting this unique task given the challenges facing our world at this time.

Richard Winn Academy’s comprehensive plans were developed based upon best practices by the Centers for Disease Control (CDC), South Carolina Department of Health and Environmental Control (DHEC), South Carolina Independent School Association (SCISA), RWA Pandemic Team, RWA Board of Directors, and feedback from RWA Faculty/Staff and Families. Below are the guidelines and procedures Richard Winn Families, Students, Faculty, and Staff will follow for the school year. These guidelines and procedures are subject to change in accordance with local, state, and federal community health updates and recommendations and upon review of our Board of Directors and Pandemic Team. We would like to thank you for your patience and understanding as we strive to establish the safest and most effective learning environment for our students. We value your patience, grace, and prayers as we embark on this new school year together as one family at Richard Winn Academy.

I want to thank our parents, students, Board of Directors, and community for your continued support, and we look forward to the start of a new school year.

Sincerely,

Kristen Chaisson

Head of School

**Pandemic Team**

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| **Team Members** | **Duties** |
| **Kristen Chaisson** - Communication Director and oversee policy development, approval, and enforcement by the Richard Winn Academy Board of Directors.  **LeAnn Douglass** - Communication Coordinator for parents and point of contact for community information resources.  **Misty Mathis** - Communication Coordinator for teachers  **Jeff Wade** - Community Information Resource for local and state agencies  **Carrie Baker, PharmD** - Health and Safety Guidance  **Jackie Talbert, RN** - Health and Safety Guidance  **Dr. Spencer Jordan \*** - SCISA Director responsible for dissemination of  information relating to SCISA policy and recommendations from local and state agencies. | This team is responsible for the timely communication and enforcement of health and safety procedures in the school.  This team will ensure all guidelines are followed and updated for the school.  Additionally, this team is responsible to ensure latest developments regarding the health and safety of our staff, students, families, and communities are known and followed, which is achieved through weekly contact |

**COVID-19 Recommended Exposure and Illness Policy**

The Richard Winn Academy Board of Directors and Administration adopted the following exposure to COVID-19 illness policy. Parents, Students, Faculty and Staff are encouraged to follow these recommendations in the event of an exposure to COVID-19 within our school and community. A positive test must be reported to the RWA Administration within 24 hours to ensure extra precautions are taken in the classroom, and we are mandating that an individual with a confirmed, positive test follow the  policy for “tested positive”. Additionally, if an individual is experiencing signs of illness, the student must be symptom free for 72 hours before returning to school. However, we will not mandate quarantine for individuals who have potential exposure but will allow for individual discretion and responsibility in determining whether or not your child should be quarantined. If you choose to quarantine, we ask that you follow our adopted policy. During this time, it is vital for parents and educators to remain vigilant in recognizing  symptoms of COVID-19 and remain home if a student or teacher is experiencing signs of illness to prevent the spread of any virus or other illnesses. Additionally, it is important to take personal responsibility by limiting contact to the best extent possible to avoid potential exposure to yourself and others, which could have a direct impact on the health and safety of our students, faculty, and staff and our daily operations. We are requiring a waiver of liability/assumption of risk for families, students, and educators attending Richard Winn Academy for the 2020-2021 school year. The waiver will be provided via email before our open house dates.    

\*Close Contact = Individual has spent 15 minutes or more within 6 feet with another individual or had direct contact - touching, hugging, sneezed or coughed on, shared drinks or utensils.

\*Classes will use a “family” design to limit contact and exposure with other classes in common areas. For example, K5 and 1st grade will partner together for lunch, recess, and PE and will not overlap with other classes in these areas. For Upper School, we will stagger break and lunch times to limit the number of students in the lunch and memorial garden. We will encourage outside dining when weather permits and allow for flexibility in spaces for dining.

\*Masks will be required for grades 3rd - 12th in the common areas (hallways during transitions, gym (removed for PE courses), cafeteria, etc.). Classroom use is at the teacher’s discretion.

**COVID-19 Illness**

If you have had close or direct contact with a person who has tested positive for COVID-19 and you...

* **Tested positive** - You must stay home for 10 days and be symptom free for 3 additional days before return.
* **Tested negative** - You must wait 7 days after the last contact to test. If negative, wait 3 additional days with no symptoms before returning to school.
* **Did not test** - You must stay home for 14 days from the date of exposure.

If you are experiencing COVID-19 symptoms  and you…

* **Test Positive** - You must stay home for 10 days and be symptom free with no medication for 3 additional days before return.
* **Test Negative** - Stay home for 3 days and be symptom free prior to return

If you live with someone who tested positive and you….

* **Test Positive** - You must stay home for 10 days and be symptom free with no medication for 3 additional days before return.
* **Tested negative** - You must wait 7 days after the last contact to test. If negative, wait 3     additional days with no symptoms before returning to school.

**Potential Scenarios for Faculty and Staff Members**

**A faculty or staff member develops COVID-19 symptoms:** The faculty or staff member must be out until symptom free for 72 hours if tested negative. If not tested, faculty or staff members will be out 10 days and be symptom free for 3 additional days. We will have a substitute for instruction.

**A faculty or staff member has a family member develop COVID-19 symptoms:** The faculty or staff member should remain at work with social distancing and other protective measures (masks or shields), until the family member is symptom free.

**A faculty or staff member has a family member who tested positive for COVID-19:** The faculty or staff  member must wait 7 days after the last contact to test. If negative, wait 3 additional days with no symptoms before returning to school.

**A faculty or staff member tests positive for COVID-19:** The faculty or staff member must stay home for 10 days and be symptom free for 3 additional days before returning to school.

**Parent Notifications**

If a teacher or student in a grade level or “family” tests positive for COVID-19 all parents will be notified once the test is confirmed positive. This notification also applies if a student uses a classroom where another student or faculty member tests positive. Please note that we will not notify until the test is confirmed.

**Education**

During this time, if a student will be away from school because of illness or exposure, our teachers will work directly with your student and have access to instruction and course material.

**Virtual Learning Option**

Richard Winn Academy will offer a virtual learning option for students and families who are determined to be at high-risk. This option will include recorded instruction and teachers  will use the google classroom platform for assignment turn-in and supplemental materials. Books may be picked up in the office at any time. Virtual learning will begin the week of August 17th and teachers will begin sending recorded instruction and assignments.  Feedback and support will be provided to students via email and phone during the teachers hours of 2:30 and 3:15. Other times may be available but will be at the teacher’s discretion. Students using the virtual learning option will not be eligible to participate in athletics during this time. Students do not have to commit to an entire year of virtual learning and may change at any time with prior office notification. **Please contact Mrs. Chaisson at** [**kchaisson@richardwinn.org**](mailto:kchaisson@richardwinn.org)**by  August 7th if you choose this method.**

**Health and Safety Precautions**

**Training**

Health and safety training will be provided for all faculty and staff prior to the start of the school year.

Health and safety education will be provided to students the first week of school to remind students of  healthy habits and will be reiterated throughout the school year.

**Health Monitoring**

Thermometers have been purchased for teachers and coaches. Temperatures will be checked upon entering the building and again before lunch. If a student has a temperature of 100.4 degrees or above, he or she will be sent home. Teachers will also have temperatures checked daily.

We have purchased additional hand sanitizer and soap, and we will have more frequent hand washing times and sanitizer will be available as needed in each area of our school.

To monitor your own health and safety, parents and staff should ask the questions daily: Have you had any close contact with possible or known COVID-19 infections in the past 14 days? Are any members of your household currently on quarantine for exposure or have tested positive? Have you experienced any fever, chills, cough, muscle pain, headache, sore throat, shortness of breath, loss of taste or smell, or chest pain in the last week? If you answer yes to any of these questions, please review our COVID-19 policy and contact your healthcare provider.

We will have the assistance of two healthcare professionals who have graciously donated their time and expertise to assist us in developing the best practices for our students, faculty, and staff health and safety.

**Environment**

 Classroom arrangements will allow for adequate spacing between students and students will be encouraged and reminded to practice social distancing in and outside of the building. To support our younger students, we will have social distancing markers throughout the building. We are also working on a plan to utilize outdoor learning spaces as weather permits.

We have hired additional custodial staff to allow for increased cleaning on frequently touched surfaces that include doorknobs, light switches, rails, desk tops, tables, and other surfaces.

Each classroom, restroom, gym, locker room, weight room, office, and cafeteria will be disinfected daily and teachers will be provided with additional cleaning supplies for their classrooms.

We have purchased EPA-approved disinfectant and have been instructed on how to properly clean and disinfect our surface areas.

Students will continue to have breaks, lunch, and recess time throughout the school day, which will be carefully monitored and coordinated to ensure their health and safety. Students will wash hands prior to each activity and upon returning.

Students will use their own supplies and will not share with others. \*If this becomes necessary, supplies will be disinfected prior to another student's use.

Our cafeteria will continue to provide a hot lunch for students, but we will not offer a salad bar for this school year. Each meal will be individually served and social distancing and spacing throughout the cafeteria and other appropriate school areas will be used for eating.

Traffic in the lower school areas will have guided pathways for walking. For example, when walking toward the main office, students will walk on the right side of the hallway and when returning, students will walk on the left.

Signs will be posted to remind students to use protective measures to stop the spread of germs (hand washing, covering mouth, spacing. etc.).

Administration will place hallway signs and directional tape. Directional patterns and signs will be placed in the main hallways and a staggered release will be used for the science building to allow for minimal traffic in the breezeway.

Traffic in the upper school areas will have a one-way pattern for the hallway and arrows will be placed to indicate the pathway to follow. Markers will be placed in hallways to remind students of proper social distancing spacing and hygiene methods (washing hands, covering mouth, spacing, etc.).

Teachers are encouraged to place social distancing tape on classroom floors to help remind students of safe practices.

We are developing a plan for dismissal to allow for appropriate social distancing measures while providing the least disruption to our normal dismissal procedures.

At this time, we are asking that parents do not walk their child to the classroom to minimize traffic and exposure in our lower school. We understand the importance of a positive transitional period for our younger students  and will be working with our K3-K5 teachers to develop an appropriate process for the first few weeks of school.

**Health Education and Educational Components**

We will conduct morning meetings with reminders of proper hygiene practices and healthcare. This will include best practices for covering coughs and sneezes, proper hand-washing, health eating habits, etc.

Chapel services will begin virtually in the classroom and hope we can move back to regular format in the coming months.

After school care will remain open and additional health and safety measures will be in place. After school students will be placed into grade-level and/or family groups with social distancing measures between each group. Outdoor areas will be used as often as possible, weather permitting.

We do not want our families to be concerned about our absentee policy. Attendance is crucial for education but in order to ensure the health and safety of our students and staff, it is important to take personal responsibility regarding symptoms and illness during this time. If your child is not feeling well, please keep him or her home until symptoms have ended.

**Distance Learning**

Distance learning would occur in the case of a mandated governor shut down. Based on feedback from parents and students, we have revised our distance learning procedures that will include specific schedules and daily instructional time for your student. Students will have the ability to observe recorded instruction for their lesson(s), view live instruction via google hangout or other methods, and teachers will provide direct feedback and guidance for assignments during the normal class hours for a regular school day.  Daily attendance will be taken during distance learning times and assignments will have designated due dates and times.