

Xavier Charter School COVID-19 Safety Protocols for 2021-2023 School Years

(This Document Last Reviewed by XCS Board of Directors on March 16, 2023)

Due to the continued threat of COVID-19 and its variants, Xavier Charter School has made plans to mitigate learning loss and threats to the health of students and staff. In development of this plan, the safety and well-being of staff and students is our highest priority. This plan addresses four categories, and addresses operational concerns for each category. The cleaning plan is addressed in Appendix A, transportation considerations are addressed in Appendix B, and Appendix C provides guidelines on Food Service.

The following categories are designations for Xavier Charter School and not county-wide or designations for the health district as a whole.

Green: - No Community Spread

Yellow - Minimal Community Spread

Orange: - Moderate Community Spread

Red: - Substantial Community Transmission

It is expected that these plans will be revised as circumstances change and new challenges are identified.

Operations

PPE Strategies

- **Green - Little to no community transmission,**

Face Coverings Are Optional:

- Include strategies to reduce the spread of a wide variety of infectious diseases, including physical distancing and school dismissals as necessary and when needed.
- Emphasize everyday preventive actions for students and staff.
- Teachers with documentation from a licensed physician indicating that they are at an elevated risk of contracting the Covid-19 virus and advising that their classroom have face coverings may in consultation with the HOS/Board of Directors require face coverings in their classroom
- Hand sanitizing stations for students and staff will be available throughout the school.
- Any person exhibiting mild symptoms will have their temperature taken, and must wear a mask until leaving campus.

- **Yellow/Orange - Minimal to moderate community transmission**

Face Coverings are Recommended (not required): the use of face coverings in the Yellow and Orange categories may be reviewed by the Board of Directors to consider all contributing factors.

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- Face covering options include:
 - A securely attached cloth face-covering which covers the nose and mouth,
 - A securely attached disposable paper covering which covers the nose and mouth, OR
 - A clear face-shield which wraps around the face and extends to below the chin
- Any person exhibiting mild symptoms will have their temperature taken, and must wear a mask until leaving campus.
- Establish and maintain hand hygiene stations at key locations in the building
- Students and staff use handwashing and sanitation stations located around the building
- Use of sneeze guards at appropriate locations
- Have a plan for when a student, staff member, or visitor becomes sick
- Identify an isolation/screening room in the school
- Ensure all students and staff have received communication about how to keep themselves and others healthy when coming to school
- Teach and reinforce washing hands and covering coughs and sneezes. Teach use of a kleenex when needed then immediately dispose of in no touch trash can and wash or sanitize hands
- Post *Stop the Spread* posters on entry doors, at sign-in stations and on bathroom doors throughout the building
- Establish separate sign-in sheets for staff and visitors. Sign in sheets include verification of no symptoms of COVID-19.
- Establish a system for students to wash and/or sanitize their hands immediately upon entering the school
- Establish clear barriers/boundaries that only staff and students located in that area of the building may cross. Keep visitors/parents located outside or to a very limited area inside the school.
- Procedures will be established that limits the mixing of students and staff and provides for physical distancing and frequent hand cleaning as much as possible
- Each student and staff will wash hands at the start of the day. Elementary students will wash hands/sanitize immediately upon returning from recess and before/after lunch, and any visit that requires them to leave the classroom.
- Secondary students will wash hands/sanitize at the start of each class period, and prior to leaving for lunch, and any visit that requires them to leave the classroom.

Classroom

- Staff and students trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure
- Sanitize desks, keyboards, and screens as is practical
- Custodial staff routinely clean highly touched surfaces in evenings as is practical
- Desks- arrange to account for physical distancing as much as possible
- Integrate good hygiene practices into instruction and classroom expectations
- Limit the use of shared materials and spaces as much as possible
- Keep student belongings separate as much as possible
- Avoid sharing supplies as much as possible
- Avoid sharing electronic devices, toys, books, and other games or learning aids as much as possible
- For 7th-12th grades, snacks brought from home for snack time will be allowed
- Students and staff use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains
- Recess times will be staggered as much as practical
- Lunch will be eaten in the cafeteria. Students will distance as much as possible. 7-12 students will be encouraged to eat outside when weather permits.
- P.E. classes held outdoors if possible. Engage in activities that reduce contact.

- Limit the number of times students move to different spaces within the classroom as is practical
- Provide supplies to individual students or a small team to reduce the amount of common materials being shared by multiple students as much as possible
- Keep individual students belongings separated from others' and in individually labeled containers, cubbies, or areas when practical
- Assign specific textbooks to each student and store in the student's individual space rather than sharing textbooks when possible
- Check out a specific Chromebook/device to each student. Assign a specific charging location for that Chromebook. Students should use the same Chromebook/device each time they need such an item.

Office Strategies And Other Non-Instructional Spaces

- Maintain 3 ft. distance when possible (floor stickers)
- Sneeze guards placed at the lunch check in area
- Sanitize surface areas regularly and frequently
- Hand sanitizer at each workstation
- Custodians routinely sanitize surface areas
- Cafeteria
 - Students eat in cafeteria: stagger lunch times & increase serve times as much as practical
 - Offer options to eat outside
 - Use of hand sanitizer at start of all serving lines
 - Prepayments taken at the school office
- Staff are encouraged to use separate restrooms than children when possible
- Identify an isolation/screening room in the school
- Establish attendance check procedures that encourage families to self-report symptoms or cases within the household. Support self-isolating in these circumstances.

Visitors

- Post "StopThe Spread" signs at entry points to school and in highly visible areas
- No irregular/unscheduled visitors outside of the office area without prior approval
- Non-school personnel access will be strictly limited. Parent and visitor access will be limited to the front office area and/or a specific area that is required to perform work/task (e.g. copier repair person in the copier room). All business with non-school personnel that can be conducted in the foyer or outside should be done so. If parents or visitors need to go beyond the entry way of the building permission must be granted, ask them to wash/disinfect their hands and recommend wearing a mask.

Gatherings

- Implement strategies that discourage gathering for areas such as the bus lane, restrooms, recess, hallways, lunch, before & after school
- Avoid personal contact such as touching, hugs, high fives, etc.
- Group gatherings/events are allowed under the Yellow Category. Group gatherings/events may be allowed in the Orange category with approval of the administrative team.
- Lockers may be used during the Yellow and Orange categories at the discretion of the administrative team.

Red: Substantial community transmission

Face Coverings are Recommended (not required) - the use of face coverings in the Red category may be reviewed by the Board of Directors to consider all contributing factors.

- If it is determined that school will be conducted in a face-to-face manner during a Red category designation face coverings will be required for all people within the school building.
- Face covering options include:
 - A securely attached cloth face-covering which covers the nose and mouth,
 - A securely attached disposable paper covering which covers the nose and mouth, OR
 - A clear face-shield which wraps around the face and extends to below the chin
- Continue to coordinate with local health officials.

The Xavier Charter School Administrative Team and Board of Directors may enact a face-to-face short term school dismissal/soft-closure based on circumstances that may arise in regards to the Covid-19 virus. Such a decision would take into consideration information gathered from the SCPHD and local health officials.

- A potential short-term dismissal/soft-closure allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the school. This allows the local health officials to help the school determine appropriate next steps, including whether an extended dismissal/soft closure duration is needed to stop or slow further spread of COVID-19.
- Local health officials' recommendations for the scope and duration of school dismissal/soft-closure will be made on a case-by-case basis
- During school dismissals/soft-closures, also cancel extracurricular group activities, school-based afterschool programs, and large events
- During school dismissals/soft-closures, school facilities will be disinfected according to CDC and local public health officials guidance
- Encourage and practice physical distancing measures to the extent possible
- Lockers may be used during the Red category at the discretion of the administrative team.

***Face covering considerations/exceptions will be made for staff, students, and visitors who provide documentation from a state licensed medical professional stating the wearing of a face covering should be a health risk for that individual. Considerations/exceptions will also be made per IEP/504 team recommendation.

***Exceptions for teachers/staff may be made on a case by case basis if their location within the classroom maintains social distancing guidelines or an appropriate barrier (plexiglass or similar structure) is in place and approved after consultation with the SCPHD.