



## **ICS School Reopening Safety Plan**

### **Updated January 29, 2020**

**Following is the Irvington Community School, Inc. School Reopening Safety Plan. The plan is based upon guidance from the Centers for Disease Control and Prevention, American Academy of Pediatrics, Indiana State Department of Health, Marion County Public Health Department, and the Indiana Department of Education. The plan pertains to all three Irvington Community Schools unless otherwise noted.**

#### **Face Masks**

Face masks must be worn by all staff at all times except when alone in an office/classroom setting. Each staff member will receive a packet of washable cloth face masks at the beginning of the school year/second semester, as needed. Face shields will also be provided to interested staff members.

All students are expected to bring face masks to school each day and wear them in all public areas in our school buildings. Students may be allowed to remove face masks in the classroom setting as social distancing permits per the classroom teacher's instructions. Face masks may also be removed when eating lunch. Otherwise, face masks must be worn by students at all times.

When weather permits and whenever possible, students may be outside for classroom instruction, recess, or other specific activities, and will be allowed to remove face masks per their teacher's instructions. A minimum of six feet social distancing must occur at all times.

**Exceptions to wearing a face mask in school** per the *Marion County Public Health Department's Guidance on the Reopening of Schools* (published July 2, 2020):

"Any staff member or student with health conditions that make the wearing of a face covering a risk to their health." Staff members with such concerns should contact Human Resources. Parents with such concerns should contact their child's principal or assistant principal. In both cases, a doctor's note must be provided.

“When staff or students are performing tasks that cannot be completed while wearing a face covering: i.e., eating, drinking, etc.”

“Any student who is unable to remove a face covering on their own.”

“When the wearing of a face covering or mask by a teacher is determined to impede a student’s learning for students for grades Pre-K through grade 5, a face shield may be considered for use by the teacher.”

Students without face masks will be provided one from the school.

Face masks should seal around the student and employee’s nose and mouth for proper viral transmission prevention (e.g., bandanas and gaiter-style masks do not work in this respect).

Face masks must not carry offensive messages or designs.

### **Temperatures**

Per recommendations from the Indiana State Department of Health and in partnership with ICS, parents should take their children’s temperatures before school each morning. Whenever a child presents with a possible fever, as ever, the school nurse will take that child’s temperature.

Any family in need of a thermometer should contact their respective school nurse. *Please note: per our school nursing partners at Community Health Network, a fever is considered to be any reading above 100 degrees and children should not be sent to school whenever that occurs.*

Staff members should take their temperatures at home before leaving for school each day. *Any staff member with a temperature above 100 degrees should stay home and report this to his/her principal.*

Per the MCPHD and Community Health Network nursing program guidance, all students and staff who become ill should be fever free for at least 24 hours without the use of fever-reducing medications before returning to school.

### **Hand Sanitizer and Disinfectant Wipes**

Hand sanitizer will be readily available in all classrooms, office areas, and in hallways throughout the schools and students will be encouraged to use it as needed.

Each classroom will be supplied with disinfecting wipes to use on an as-needed basis. Teachers are strongly encouraged to wipe down student desktops between classes.

### **Acrylic Barriers**

Barriers have been ordered for staff members who work one-on-one with students. Barriers will also be placed in restrooms as needed. K-5 student table barriers will be installed for group learning.

### **Classroom Seating Arrangements**

All student desks will face the same direction. Social distancing will be marked between desks in each classroom (e.g., empty desks separating students), in cooperation with Facilities Management, with a minimum of six feet whenever possible.

### **Classroom Supplies**

Each student will receive his/her own supplies and equipment. In the event that supplies are used by multiple students, supplies will be disinfected between uses.

Art supplies usage will be carefully monitored. Supplies that can be used repeatedly will be disinfected with special UV lighting apparatus between class periods.

Age-appropriate Edukits featuring school supplies were distributed at the start of the school year so parents would have one less back-to-school expense.

### **Music**

*ICES:* General Music will be offered, focusing on activities that do not require heavy breathing exercises.

*ICMS:* Choir and Band will be offered with a focus on percussion instruments and skill-building with sight-reading rhythms. Singing and playing of wind instruments will only occur when students are masked or singing/playing outside and socially distanced. (Band students may have access to specialty masks that allow them to play in a safe manner.)

*IPA:* Choir and Band will be offered, but singing and playing activities will be reserved for e-Learning days.

### **Physical Education**

Physical Education classes will take place, as usual, with social distancing precautions. Masks must be worn during PE class. High-intensity athletic activity will be limited while indoors.

### **Recess (ICES)**

Fewer students will participate in recess due to our hybrid model, and outside air carries a much lower risk of viral transmission, so masks will not be required for recess. Social distancing precautions will remain in place, however.

### **Air Circulation**

All ICS buildings have been evaluated for air circulation safety. All air handlers are operating correctly, bringing in the required amount of fresh air.

## **Classroom Doors**

Teachers have the option of keeping classroom doors open or closed during class time.

Whenever possible, teachers or classroom aides should open and close doors for students. Door handles should be wiped down with a disinfecting wipe after each use.

## **Food Service**

School lunch will be eaten in students' respective classrooms (unless otherwise instructed). ICES students will have lunch brought to their classrooms; ICMS and IPA students will report to the usual lunch serving areas and return with their lunch to their classrooms.

Breakfast will be made available to students and eaten in the usual dining areas while maintaining social distancing.

A meal delivery service, similar to the summer meal delivery program, is in place for interested families participating in the eLearning Option Program.

## **YMCA Before and After Care**

Students will maintain social distancing as instructed when participating in the YMCA Before and After Care Program at ICES. When children are outside and engaged in physical activities with appropriate social distancing, masks will not be required per the instructions of YMCA site management. Otherwise, all ICS students and YMCA staff will wear face masks.

## **Visitors/Volunteers**

Until further notice, no visitors, including volunteers, will be allowed in ICS buildings, unless otherwise approved by building or corporate leadership.

However, unique circumstances may call for allowing a parent/guardian to enter a school building, such as whenever a case conference cannot be convened by virtual meeting (the number of conference participants may necessarily be reduced for the sake of safety) or when a student is being recommended for suspension or expulsion due to a serious misbehavior incident. In these instances, parents/guardians must wear a face mask or they will not be allowed entry.

## **Field Trips**

In-person field trips will not be scheduled, at least for the foreseeable future during the second semester.

ICS will work with local organizations such as Conner Prairie and the Indianapolis Museum of Art to arrange for virtual field trips.

**Restrooms**

Students will have regular restroom and handwashing breaks throughout the day with a limited number of students in the restroom at a time.

**Dismissal**

ICES will have a single dismissal at 3:15 p.m.

ICMS will have a single dismissal at 3:30 p.m.

IPA will have a single dismissal at 3:45 p.m. on Mondays and Tuesdays and a single dismissal at 2:30 p.m. on Thursdays and Fridays.

**Water**

Students should bring a clear, filled water bottle to school. Bottled water will also be available to students in their classrooms, to be distributed on an as-needed basis.

**Administrative Staff Travel between Buildings**

For involved administrative staff, this will be minimized.

**Trinity Security**

There is no need for the assigned security officers to be in our school buildings until further notice (and per the principal's discretion). However, ICES parents should still expect to follow directions from Trinity Security Guards during drop-off and pick-up.

**School Building Cleaning Schedules**

Day porters will continuously clean and disinfect all public areas throughout the school day. On Wednesdays, each building will receive a deeper cleaning. This will occur over the weekend as well. The contracted cleaning vendor, JaniKing, has been notified of our increased sanitation approach and will be adhering to our protocols. ICS has obtained Clorox Total 360 disinfecting machines to be used in the event of a COVID-19 suspected or diagnosed case occurring within our school buildings and will be used on an as-needed basis. As well, we have acquired spray disinfecting misting machines to support our sanitation efforts.

**COVID-19 Symptom Recognition Training**

All ICS staff members have received training from our Community Health Network nursing staff on recognizing COVID-19 symptoms, which occurred prior to school opening on August 10.

**COVID Positive Symptomatic Cases (per ISDH Guidance)**

Exclude the student or staff member from school or work; he/she may return if at least 24 hours have passed since recovery (defined as resolution of fever without the use of medications and improvement in symptoms) AND 10 days have passed since symptoms first appeared.

### **COVID Positive Asymptomatic Cases (per ISDH Guidance)**

Exclude the student or staff member from school or work; he/she may return 10 days from the positive test assuming no symptoms have developed.

### **No COVID Test Symptomatic Cases (per ISDH Guidance)**

Exclude the student or staff member from school or work; he/she may return if at least 24 hours have passed since recovery (defined as resolution of fever without the use of medications and improvement in symptoms) AND 10 days have passed since symptoms first appeared.

### **Nursing Management of Suspected COVID-19 Infected Students and Notification Protocol**

The following process has been developed with guidance from the Marion County Public Health Department, Indiana State Department of Health, and Community Hospital Network school nursing staff:

- Any student showing signs of COVID-19 infection will be referred to the school nurse's office for assessment.
- Parents will be immediately notified to pick up their child.
- Students will be placed in a separate supervised area outside of the nursing clinic.
- Confirmed COVID-19 cases will be reported by our CHN nurses to the MCPHD and ISDH.
- In collaboration with both of these governmental public healthcare agencies, ICS administrators and school nurses will notify families of potentially exposed students, while maintaining student confidentiality.
- If a Covid-19 positive case is reported to ICS, we will notify the Indiana State Department of Health and they will conduct contact tracing. All information requested will be kept confidential.

### **Social and Emotional Wellness**

All three Irvington Community Schools are delivering social and emotional support to students this school year, whether virtual or in a hybrid instructional mode. As well, we will continue to provide students with social and emotional support from school counselors, deans, assistant principals and other staff members, as this is critical to our students' academic success and sense of well-being.

---

*Please note:* The "ICS School Reopening Safety Plan" is a living document and is therefore subject to updates as developments continue with the pandemic's fluid situation. All stakeholders will be notified of any changes as they occur.