

Elementary School Preventive Guidelines

PPE for Faculty and Staff

- PPE gear worn by all faculty and staff while on campus.
- Faculty and Staff will report any COVID-19 symptoms \ positive test results with the Head of School who then will report to the Superintendent.
- Faculty and staff will utilize self-screening by taking their own temperature and report any possible symptoms to their administrator.
- Classroom hard surfaces will be wiped down multiple times a day with disinfectant.
- High traffic areas will be frequently disinfected throughout the day (door handles, light switches, bathroom stalls and sinks).
- All staff will be trained on COVID screening, identification of symptoms, prevention of spread, and sanitation of work areas.
- All faculty and staff that are assisting with morning\afternoon carpool duties will wear gloves if they are assigned to opening\closing car doors.

Arrival

- Students will have their temperature taken prior to exiting the car at morning carpool. Temperature of 100 or higher is a fever according to [ACA handbook](#) p.14.
- Entry doors will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- Utilize non-classroom staff to assist morning and afternoon carpool and any other duties deemed necessary during arrival.
- Students are not allowed to congregate in a large enclosed area to wait to report to class; consider allowing them to report straight to the classroom.
- Parents will not be allowed to accompany students into the school (this would include the first day of school).

Cafeteria\Commons

- Communitas will be held virtually via zoom or pre-recorded video (Katy campus).
- Communitas for Cypress will take place in the gym with social distancing; or remotely in the classroom.
- Cafeteria capacity will be based upon current guidelines. Physical distance will be provided around each available seat.
- Campus plans will be developed for both eating lunch in the cafeteria as well as eating lunch in the classroom or other designated areas.
- Campus plans may allow students to eat in non-traditional areas to create physical distancing.
- Signage and staff will reinforce physical distancing and traffic patterns in the cafeteria.
- Hand sanitizer will be provided at cafeteria entrances and exits.
- Utilize non-classroom staff and Remote/Online Instruction staff to supervise additional eating areas and to cover classroom teacher's duty free lunch if students are eating in the classroom.
- For campuses that provide breakfast, students will pick up breakfast as they enter the building and take it to their first class to eat or will eat in a designated area that allows for social distancing.
- No visitors will be allowed in the building for lunch.
- Parents will be encouraged to make prepayments on student's accounts online through [SchoolCafé](#) or by check payable to Aristoi Classical Academy (not ACA) to avoid cash transactions during meal service.
- Food will be pre-packaged in boats/ bags for easy transport to classrooms, if necessary, and to prevent food from being exposed to others.
- Food will be pre-packaged for quick selection to decrease the amount of time spent in line.
- A la carte items will be limited to reduce time spent in line.

Classrooms

- Classrooms will be emptied of unnecessary curriculum or furniture in efforts to spread out students safely throughout the classroom.
- All desks should be facing the same direction.
- Privacy offices were ordered that are hard plastic and can be wiped down after each use.
- Hand sanitizer will be provided for student and staff use upon entering and exiting the classroom. In lieu of hand sanitizer students\staff may wash hands with soap and water.
- Every effort should be made to distance students 6 feet apart from one another as instructionally possible.

- Students will use their own supplies and campuses will limit any shared supplies. Shared supplies will be wiped down with disinfectant between student use. I.E. Recess equipment.
- Teachers will develop and implement classroom procedures that limit student movement such as turning in assignments and passing out materials.
- Students will be taught procedures to sanitize their personal work space with hand sanitizer or cleaning wipes.
- Water bottles will be kept independent of one another; perhaps in their backpack or on their desk.
- Water bottles are to be taken home each day.
- Visual cues may be utilized to help students with social distancing.

Dismissal

- Campus plans may allow students to await dismissal in non-traditional areas to create physical distancing.
- Utilize non-teaching staff to supervise departing students. I.e. daycare riders, walkers, YMCA, etc.
- Adjustments may be made with dismissal time for non-teaching staff in order to provide additional supervision for student dismissal.
- Parents must remain in their vehicles as they wait for their student.

Fine Arts/Specials Classes/PE

- Specials teachers will travel; students will remain in their homeroom.
- Concerts/performances may be adjusted based upon health and safety guidelines provided by local and state authorities, including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- All fine arts performances will be streamed online when possible.
- PE groups will social distance as much as instructionally possible.
- PE classes will meet outside, as weather permits.
- Equipment will be disinfected after use.

Recess

- Emphasis will be placed on cohorting students (keeping students in the same group) and limiting the size of groups participating in activities on the playground each day.
- Staggered schedules will be utilized when needed.
- All students and staff will be required to use hand sanitizer or wash hands with soap and water before entering the playground and upon exiting the playground.

Restrooms

- Proper hand-washing techniques will be taught to all students and consistently reinforced (washable marker technique to ensure hands are thoroughly cleaned).
- Efforts will be made to limit the availability of toilets, urinals and sinks to comply with health agency recommendations and social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate comingling of students across various classes and to ensure teacher monitoring of social distancing guidelines.
- A system will be implemented to identify the number of occupants utilizing each restroom to mitigate the chance of exceeding maximum occupants per social distancing.
- After a restroom break, students will be encouraged to use hand sanitizer before reentering the classroom.

Transitions

- Faculty and staff will wear masks or face shields that cover their mouth and nose.
- Students will wear face masks or shields to comply with the governor's executive order and parents may provide masks or shields for their students to wear at school.
- In addition to the executive order, school systems may require the use of masks or face shields for students for whom it is developmentally appropriate.
- Where possible, establish one-way traffic throughout campus corridors. Any changes should be made so as not to disrupt emergency egress routes or prevent students from seeking the nearest exit.
- When it is not possible for one-way hallways, students should stay to the far right side of the corridor to reduce the possibility of contact ("Stay Right, Stay Safe").
- Classroom doors will be propped open to reduce the use of high touch areas when possible.
- Stagger releases from each class to limit the number of students in the hallway during transitions when possible.
- Develop visual clues to assist students in maintaining social distancing.
- If needed, additional faculty and staff may be utilized to assist with hallway transitions.
- Campuses will develop procedures to limit the number of students in restrooms.
- Marking or applying tape to the floor to indicate appropriate space for social distancing.

Visitors

- Only visitors essential to school operations will be permitted to enter ACA facilities.

- Schools will utilize virtual meeting options when possible to reduce the number of campus visitors.
- All individuals entering the building must wear a face mask covering their mouth and nose.
- Visitors will be required to complete a COVID-19 screening form in the reception area prior to entering the building.
- Parents needing to drop items off for a student will contact the school to arrange a curbside pick-up\contactless dropoff.
- Parent organization meetings will be held virtually or off campus.

Aristoi Classical Academy will follow all state and federal requirements, rely on local health experts for guidance in decision-making, and adopt reasonable practices while maintaining an effective learning environment. Please remember that the details on this document are subject to change as directives are provided by governing authorities and/or health officials or as environmental conditions change.