

## **Upper School Preventive Guidelines**

### **COVID-19 Symptoms**

All staff and students are asked to self-screen daily for the following COVID-19 symptoms

- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- Loss of taste or smell
- Cough
- Difficulty breathing
- Shortness of breath
- Fatigue
- Headache
- Chills
- Sore throat
- Congestion or runny nose
- Shaking or exaggerated shivering o Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

### **PPE for Faculty and Staff**

- PPE gear will be worn by all faculty and staff while on campus in accordance with state safety guidelines.
- Faculty and Staff will report any COVID-19 symptoms/positive test results to the Head of School who will report to the Superintendent.
- Faculty will utilize self-screening by taking their own temperature and report any possible symptoms to the Head of School
- 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 opening/closing car doors.

## **Student Face Coverings**

- Students will be required to wear face coverings during transitions and when unable to maintain a six-foot distance from their peers and/or Aristoi personnel.
- Face coverings must be school appropriate and worn correctly.
- Face coverings do not need to be worn when eating lunch, in P.E., or when outside while maintaining a six-foot distance from others.

## **Cleaning**

- 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).
- The campus will be professionally cleaned after each school day

## **Arrival**

- Students will have their temperature checked prior to exiting the car at morning carpool. A temp of 100 or higher is a fever according to the [ACA handbook](#) (pg. 14).
- Entry doors will be propped open for no touch entry. To prevent unauthorized persons from entering, staff will supervise all opened entry doors.
- Students are not allowed to congregate in a large enclosed area to wait to report to class; they may go to their locker and then report to their first period class.
- Parents will not be allowed to accompany students into the school (this includes the first day of school).

## **Cafeteria/Commons**

- Communitas will be held virtually via zoom, pre-recorded video, or within individual classes.
- Cafeteria capacity will be based upon current guidelines. Physical distance will be maintained between available seats for all grade levels
- Campus plans will be developed for 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.
- 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.
- Grade 7-12 students will use Griffin center perimeter as a "waiting" line with spots marked out for social distancing

### **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 my 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.
- 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.
- Provide hand sanitizer stations at each exit for students to sanitize prior to exit.
- Exterior doors will be propped open and supervised to minimize contact.
- Parents must remain in their vehicles as they wait for their student.

## **Fine Arts/Specials Classes/PE**

- 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 socially distance as much as instructionally possible.
- PE classes will meet outside, as weather permits.
- Equipment will be disinfected after use.

## **Lunch Liberty**

- Staggered schedules will be utilized as necessary.
- Structured noncontact outdoor activities will be provided for grades 5/6 and 7-12
- Students & staff will wipe down cafeteria tables/benches before Liberty following each lunch.

## **Restrooms**

- Proper hand-washing techniques will be taught to all students
- 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**

- Students and staff will wear masks or face shields that cover their mouth and nose during transitions and in common areas in accordance with state safety guidelines.
- Where possible, one-way traffic will be established throughout campus corridors. Any changes should be made so as not to disrupt emergency access 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 contact areas when possible.
- Staggered releases from each class will be established to limit the number of students in the hallway during transitions when possible.
- Develop visual clues to assist students in maintaining social distancing.
- Campuses will develop procedures to limit the number of students in restrooms at a given time.

- Spots on the floor will be marked to indicate appropriate space for social distancing
- Limited use of hallway lockers; students may go to lockers when they arrive at school and at the end of the day on a staggered schedule.
- Students released from classrooms with a hallway pass should wear a mask to and from destination.

### **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 to minimize outside

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.