

# Potentia Academy Fall 2020 Reopening & COVID-19 Response Plan

## SECTION ONE: INTRODUCTION

We will commence classes on Monday, August 17<sup>th</sup> at 8:00 am. Parents will have the choice for their students to return to campus for on-ground instruction or to continue with remote learning similar to how we completed the spring semester of the 2019-20 academy year. To safely reopen, we will only allow on-ground learning for half of the students in each learning group, i.e. middle schoolers, high schoolers and CCREST students. Therefore, families that desire on-ground instruction will be accommodated on a first come, first serve basis.

In deciding whether to opt for on-ground or remote learning, we advise parents to consult this CDC website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html>

As you prepare for your student's return to school for the 2020-21 academic year, whether through on-ground or remote learning, we suggest that you consult this website:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>

Potentia Academy's reopening plan is contingent upon and will not supersede any future state or county mandates for the closing of facilities in the event of a change in the status of the pandemic. We will comply with all governmental directives.

Our school's reopening plan is designed to be consistent with CDC guidelines. We will update the plan as their guidelines and those of local health officials evolve. The CDC guidance most instrumental in developing this plan can be found at:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/prepare-safe-return.html>

The provisions in this plan have been reviewed by Potentia Academy's Board of Directors and legal counsel and have the force of policy. The document should be

considered an addendum to the Student-Parent Handbook and the Employee Handbook. Due to the unique circumstances of the COVID-19 pandemic, where there is a difference in procedure or policy, the provisions of this document supersede those of the Student-Parent Handbook and the Employee Handbook.

Potentia Academy's Reopening & COVID-19 Response Plan is designed to communicate, educate, and reinforce. This document will be iterative and, as it is updated and expanded, revised versions will be circulated to parents, students, and employees. It will also be posted on Potentia Academy's website.

Potentia Academy's principal, Janice Meeks, is the designated Workplace Coordinator and is responsible for COVID-19 issues and their impact at the school. All questions and concerns regarding Potentia Academy's policies for a healthy learning and work environment should be addressed to her. Any events or incidents related to COVID-19 should be reported to her.

## SECTION TWO: REMOTE INSTRUCTION

- Remote instruction will originate from the Potentia campus with live, daily instruction for the duration of each regular class period.
- As they did in the spring, students will join classes using the Zoom application with both video and audio enabled. The use of headphones is required.
- Families should provide a learning environment that is free from both visual and auditory distractions. In other words, a quiet space away from other family members is essential.
- Parents must ensure that students have a stable Internet connection that has the capacity for video Zoom meetings.
- Teachers will take attendance each day for every class and students are expected to be logged on and participate for the entire 55-minute session of each class.
- Students logging in remotely to Potentia classes must wear a Potentia uniform polo shirt. The exception for this is CCREST students who have a separate dress code.

### SECTION THREE: ON-GROUND INSTRUCTION

Until the COVID-19 challenge has passed, the following conditions for on-ground instruction will be in place:

- Because a healthy campus begins at home by means of careful monitoring, each morning the student (or parent on her/his behalf) will receive a text message with a weblink that takes the student (or parent) to a daily screening questionnaire. The student must verify their body temperature that morning using a medical grade thermometer, answer questions about the presence or absence of symptoms, and verify they have had no known contact in the last 24-72 hours with anyone diagnosed with COVID-19. Depending upon the student's (or parent's) responses, a prompt will indicate whether permission is granted for the student to come to campus.
- Upon arrival to campus and before students are allowed to enter the building, their temperature will be checked using a touchless thermometer. Students with a temperature higher than 100.4 degrees will not be admitted to the building. Parents dropping off their student should not leave the parking lot before getting the okay by the staff member at the door.
- If a student develops symptoms during the course of the school day, she/he will be immediately isolated in a room designated and reserved for this purpose. Parents will be called and expected to pick up the student as soon as possible. The student should not return to Potentia Academy for on-ground instruction until cleared by a physician.
- Students must use face masks at all times when on campus. Our accommodation for students who cannot use a face mask for ADA reasons is remote learning.
- Three-sided shields will be installed on student desks and on the tables in the CCREST classroom.
- Lunches will be conducted differently to enhance the possibility of appropriate social distancing:
  - CCREST students will take lunch at a different time than the rest of the students.

- We are ordering additional lunch tables for the back patio and the entire area will be covered with a newly installed shade sail for a more pleasant outdoor eating experience.
- To spread students out, we will utilize both the lunchroom and outside tables for lunch. Only one student is allowed to eat at each table.
- Page 6 of Potentia Academy's Student & Parent Handbook articulates our "no touching" rule. To maintain the social distancing necessary for the health of our students and teachers, any student who does not or cannot abide by this rule will be immediately transitioned to remote learning.
- The water fountain will be disconnected and unavailable for use. Students should bring at least two 16 oz. bottles of water with them each day in addition to the bottle for lunch.
- This year's school supplies list will include:
  - An individual size bottle of hand sanitizer that students must carry in their backpack and refill every evening at home.
  - A small pack of sanitizing wipes with at least 20 sheets that is refilled every evening at home. Students will wipe down their desks for each new class, as well as the table at which they eat lunch.
  - At least one spare face mask.
- Parents and students should ensure that their stock of school supplies is sufficient for each day's activities. **Students should not share school supplies.**
- To minimize the chances of physical contact and maximize the conditions for appropriate social distancing, family members and guests will not be allowed to enter the Potentia building. Parent-teacher conferences will be conducted via Zoom.
- All Title I services, after-school activities, and field trips will remain suspended until further notice.

- In order to **educate** our students on how to best maintain a healthy environment in which to live and learn, at the beginning of the academic year, teachers will clearly **communicate** these procedures with all students. On a regular basis (and a minimum once a week) teachers will **reinforce** these lessons by reviewing appropriate hygiene and social distancing practices.
- Students attending Potentia Academy in person must follow the school's protocols for handwashing, social distancing, and the use of masks. Failure to do so will result in a transition to remote learning.
- Potentia Academy has developed a protocol for contact tracing should any student or employee be diagnosed with COVID-19. While complying with all laws regarding health privacy, parents are advised that part of the protocol involves notifying others who have come into recent contact with the infected individual.
- In order to minimize the risk of spreading COVID-19 and to provide a basis for our contact tracing protocol, students will be assigned a desk in each classroom for their exclusive use. Students may not sit at or touch any other desk. In the case of the CCREST classroom, the same policy extends to tables and chairs.
- School lockers will not be used until further notice.
- Only teachers are allowed to touch classroom door handles and light switches.
- Parents/guardians of students returning to campus must sign a waiver of liability that specifically indicates it is their choice to return their student to on-ground learning.

#### **SECTION FOUR: CLASSROOM TECHNOLOGY**

At considerable cost to Potentia Academy, we are taking the following additional measures to provide high quality and safe instruction for our students:

- To simultaneously facilitate both on-ground and remote instruction, Potentia will convert our classrooms into “Zoom rooms”.
  - Teachers will be provided wireless microphones connected to computers via Bluetooth.
  - High definition, PTZ (pan-tilt-zoom) cameras will be installed in each classroom so that remote students will be able to clearly see the teacher and the whiteboard.
  - For the first several weeks of instruction, teachers will evaluate whether our existing 42” classroom monitors are sufficient for use with Zoom technology. If it is determined that they are not effective as a learning technology, we will as soon as possible, replace them with much larger monitors. The goal is for teachers to have clear visual access to students working remotely.
- Potentia Academy will expand its use of Microsoft Teams as learning management system (LMS) in order to offer additional learning resources for both on-ground and remote learners.

## **SECTION FIVE: POTENTIA ACADEMY EMPLOYEES**

- Each morning, Potentia employees will receive a text message with a weblink that takes her to a daily screening questionnaire. The employee must verify her body temperature that morning using a medical grade thermometer, answer questions about the presence or absence of symptoms, and verify they have had no known contact in the last 24-72 with anyone diagnosed with COVID-19. Depending upon those responses, a prompt will indicate whether permission is granted for the employee to come to campus.
- All employees must use either facemasks or face shields at all times when present on the Potentia campus.
- All employees should maintain a minimum of six feet of social distancing from each other and from students.
- Three-sided shields will be installed on all teacher desks.
- If an employee develops symptoms during the course of the school day, she will immediately leave the campus and seek medical treatment. The employee should not return to Potentia Academy until cleared by a physician.
- Employees must not share materials, supplies, and/or equipment with other employees. This includes microphones, monitor and camera remotes, computers, keyboards, and computer mice.

### **SECTION SIX: VISITORS TO CAMPUS**

- This year's academic orientation will be conducted remotely via Zoom. Until further notice, all parent-teacher conferences, both for families who opt for remote learning and for those choosing on-ground instruction, will also be held by way of Zoom meetings.
- Until the COVID-19 challenge has ended and normal operations have resumed, only vendors providing essential services and repairs will be allowed on campus. Where possible, vendor visits will be allowed by appointment only and after instructional hours after students have left the campus. No vendor will be allowed into the Potentia building until her/his temperature is taken and it is verified to be below 100.4 degrees. Vendors must wear a mask or other appropriate face covering while on the Potentia Academy campus.

## **SECTION SEVEN: USE OF RESTROOMS & LUNCHROOM**

### **Restrooms**

- Students should not use the employee restroom and employees should not use a student restroom.
- Appropriate handwashing after using the restroom is mandatory for both students and employees. Instructions for effective handwashing technique are posted in all restrooms. Students and employees should scrupulously follow them.
- Although Potentia Academy's campus is thoroughly cleaned and disinfected daily, we will implement a special sanitizing protocol for restroom door handles and faucets before students touch them with each use.

### **Lunchroom**

- Students will be assigned a clearly marked space on the lunchroom counter to store their lunches. Students should place their lunches on in these designated spaces. They should not touch another student's lunch or intrude on their designated space.
- Students are not allowed to use the refrigerator, which is reserved for employee use only. Before touching the refrigerator handle, employees should clean it with a sanitizing wipe.
- When using the microwave, students and employees should clean the handle and buttons with a sanitizing wipe before and after use. A wipe dispenser will be placed beside the microwave.

## **SECTION EIGHT: CLEANING & DISINFECTION**

- Potentia Academy has transitioned from a weekly cleaning schedule for the campus to daily cleaning and disinfecting regimen.
- In addition to our regular cleaning protocol, we are adding the daily use of an antimicrobial spray system that will disinfect all surfaces in all rooms. Each evening, our cleaning technician will deploy this system to disinfect the entire facility.
- We are upgrading our air conditioning system with the use of higher quality filters (MERV 13).
- We have installed ultraviolet germicidal lights designed to kill microbial elements on the air conditioning coils in both air handlers in the school building.
- Each classroom and the school office have been equipped with a medical grade (H13 True HEPA) air purifier.