

Brook Hill Lower School Start of Year COVID-19 Procedures 2020-2021

Morning Drop-Off (8:00-8:20)

- All Brook Hill Students will have a temperature scan every morning before they exit their vehicle.
 - If a student has fever (100 or greater), they will not be permitted to attend school until fever free for 72 hours or doctor's release back to school.
- Grades PK-1 will drop off in front of the Lower School building
- Grades 2-5 will drop off on the south side of the Lower School building
- Older siblings will be dropped off at the location of the youngest sibling.
- Students will report directly to classroom

Early/Late Drop-Off

- All Brook Hill Students will have their temperature checked every morning before they exit the vehicle.
 - If a student has fever (100 or greater), they will not be permitted to attend school until fever free for 72 hours or doctor's release to return.
- The earliest students may be dropped off is 7:30 am. They must have their temperature checked before entering the building.
- If students are dropped off before 8:00 am, they will be dropped off in front of the school and they must have a temperature check before entering the building.
- If a student is dropped off after 8:20, parents must call the office so a staff member can provide a temperature check before the student exits the vehicle.

Day to Day Protocols for Disinfecting and Hand Sanitizing

- Daily Focus Hand Washing/Sanitizing
 - Hand sanitizer will be available at the entrance of the building and in classrooms, the dining hall and the gym.
 - Students and staff will focus on regular hand washing throughout the day.
 - Students will hand wash/sanitize after recess, before lunch and following restroom breaks.
 - Restrooms will be cleaned and sanitized during the day.
 - Teachers will wipe down classroom desks between classroom transitions.

- Teachers and staff will limit the amount of students in restrooms.
- Daily Cleanings of Building
 - Floors, desks, and all door handles will be cleaned daily
 - Desks will be cleaned by staff between class transitions
 - Tables and chairs will be cleaned between lunch transitions

Campus Visitors

- Parents may walk their students into the school on the first (3) days of school. To ensure the health of our staff and students, all parents are asked to wear a mask when entering the building.
- Lunch visitors will have lunch with students in a separate location from the general student body.
 - We will have a daily capacity during lunch period for visitors. Parents must call ahead if they are having lunch with a student.
 - We are not allowing birthday celebrations during the school day/lunch during this time
- Parents must call ahead if picking students up early. Students will be signed out by office staff and walked outside to parent/guardian.
- In order to allow visitors for chapel/campus events, we are asking all parents and visitors to wear a mask.
- A temperature check will be done on all visitors

Day-to-Day Classroom/Campus Procedures

- Teachers/Staff will be outside the door to provide supervision of the classroom and hallway.
- Students should use hand sanitizer when entering the classroom.
- Masks are optional for students. (Masks may not have distracting designs, logos, or words.)
- Students may not share supplies/belongings
- Masks are optional for faculty/staff in the classroom, but are required when working closely with students and others.
- Students, faculty and staff should wear a mask if they have a cough
- Classroom desks will be separated to encourage social distancing
- We will limit materials going home (folders, homework, etc.)
 - Blended Learning Strategies (Daily use of SeeSaw, Electronic Communication, Electronic readers)
- Students can only use water fountains to fill a water bottle. All students should bring a refillable water bottle daily.

Lunch

- No visitors allowed in the dining hall. Parents must call ahead if eating lunch with a student. They will eat at a separate location (Outside gym under the covered area)
- We will have a daily capacity of visitors at lunch.
- Students will wash hands or use hand sanitizer prior to entering the dining hall
- Only 4 students are allowed per table.
- All hot lunches will be pre-packaged and delivered to students. Parents will order hot lunches in advance for the entire week.
- All students will have temperature checked when leaving lunch.

Cadet Club

- Hours of Operation: M-Thurs (7:30-5:30) Friday (7:30 - 4:00)
- We will have a daily afternoon capacity for Cadet Club. In order to stay within this capacity, Cadet Club will be reserved for our working families who need this service on a daily basis. Please complete [Cadet Club Form](#) to reserve a spot. We are asking parents to complete this form before **Monday, August 17th**.
- We will have limited space outside of daily reservations.
- Students will have temperature checked before entering Cadet Club
- Students will use hand sanitizer before entering Cadet Club
- Any snacks provided during Cadet Club will be pre-packaged.

Positive Covid-19/Student with symptoms

- If a student begins to display fever during the school day.
 - Student will be isolated in the care of the school nurse
 - Student will be picked up by parent/guardian immediately.
 - Student cannot return to campus until fever free for at least 72 hours (without the use of fever reducers) or released to return by a doctor.
- If a student tests positive for COVID-19
 - Parents should notify the school nurse as soon as possible if their child tests positive for COVID-19
 - All parents and staff will be notified through school email.
 - Only students that test positive are required to quarantine for 10 days.
 - If other students in the class have a fever (100 or greater), they must be fever free for 72 hours (without the use of fever reducers) or released to return by a doctor.
 - Parents will be encouraged to watch their students from that class for symptoms.

- Classrooms and common areas will be sanitized before the next instructional day.
 - Students that test positive will be transitioned to Hybrid Learning (Short-term Online Learning).
 - Other students will return to class as scheduled the next instructional day unless the parent opts to keep them home.
 - If a student, faculty or staff is in close contact with someone who tests positive for COVID-19, they should contact the school nurse before coming to campus.
- Return to school following positive COVID-19 when each of the following are met:
 - 10 days from the onset of the symptoms.
 - Fever Free for 72 hours (without the use of fever reducers)
 - Symptoms improved

*This plan is subject to change