

Brook Hill Middle/Upper School Start of Year COVID-19 Procedures 2020-2021

Morning Drop-Off (7:45-8:15)

- All Brook Hill Students will have a temperature scan every morning
 - If a student has a fever (100 or greater), he/she must return home. The nurse will phone the parents to inform them that they need to pick up their student. In the case of a student driver, the nurse will contact their parents informing them of their child's fever and that they are returning home.
 - If a student has a fever, he/she will not be permitted to attend school until fever free for 72 hours (without the use of fever reducers) or a doctor's release to return.
- For middle and upper school students, there will be four temperature check stations that students may utilize before entering any buildings. These are located outside of Ornelas Hall, at the breezeway entrance of Founder's Hall, the west entrance of Lauderdale Hall and at the entrance of Lauderdale Commons on the Quad side. All students must have their temperature taken before entering any hallways or classrooms.

Early/Late Morning Drop-Off

- The earliest a student may be dropped off at Brook Hill is 7:30 am.
- If a student arrives on campus between 7:30-7:45 am, they must report to the temperature station at the entrance of Lauderdale Commons on the Quad side. All students must have their temperature taken before entering any hallways or classrooms.
- If an 11th or 12th grader does not have an A block class and are arriving on campus to attend B/C block, they must report to the temperature station at the breezeway entrance of Founder's Hall, regardless of where their class is located and before entering a building.
- If a student is dropped off after 8:15 am and arriving on campus after class has begun, they must enter at the main entrance and front office in Lauderdale Hall for a temperature scan.

Day to Day Protocols for Disinfecting and Hand Sanitizing

- Daily Focus Hand Washing/Sanitizing
 - Hand sanitizer will be available throughout all the buildings.
 - Students and staff will be encouraged to regularly wash their hands and to use the hand sanitizer dispensers throughout the day.
 - Restrooms will be cleaned and sanitized during the day.
 - Desks will be wiped down after each class by the students.
- Daily Cleanings of Building

- Desks and all door handles will be cleaned daily.
- Tables and chairs cleaned between every lunch transition.
- Restrooms will be cleaned and sanitized each day.

Campus Visitors

- No visitors, other than parents, will be allowed on campus during this time.
- Parents must call the school to pick up their student early during the school day. If the student is a driver and needs to leave early, parents must call Melissa Adkins (Attendance Clerk) to give permission for their student-driver to leave campus. All students must sign out before leaving the campus with Mrs. Smith (middle school) or with Mrs. Adkins (upper school).
- At this time, we are not allowing visitors during chapel.

Day to Day Classroom/Campus Procedures

- Students may not share supplies, belongings or lockers.
- Faculty/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 required in common spaces (hallways, foyers, bathrooms, locker rooms, cafeteria when not seated, etc.) Students may choose to remove their masks in classrooms when they are seated and social distanced. (Masks may not have distracting designs, logos, or words.)
- 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
- Students are encouraged to bring their own water bottle to school. Water fountains will be used only to fill water bottles.

Lunch

- No lunch visitors, other than parents, will be allowed to eat lunch with students. Parents must call ahead of time and inform the front office that they plan to eat lunch with their student.
- We will have a daily capacity of visitors during lunch.
- Students will wash hands or use hand sanitizer prior to entering Lauderdale Commons for lunch.
- Only 4 students are allowed per table in Lauderdale Commons. Other areas on campus will be designated as eating areas.
- Lunches will be boxed (all lunches will be the same the first two weeks of school and then students will pre-order their lunch choice beginning the third week of school.)

Positive Covid-19/Student with symptoms

- If a student begins to display fever during the school day.
 - The student will be isolated in the care of the school nurse.
 - The student will be picked up by parent/guardian immediately.
 - Student drivers who must return home due to fever, will not be released without parental consent.
 - Students 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. Parents should contact the school when their student is absent - Mrs. Smith for middle school or Mrs. Adkins for upper school.
 - 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:
 - Students may return to school after 10 days from the onset of the symptoms.
 - Fever Free for 72 hours (without the use of fever reducers)
 - Symptoms improve

*This plan is subject to change