



pilotED Schools

pilotED Schools COVID19 Policies and Procedures (2020-2021)

Updated January 15th, 2021

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program for our students and families.

State statute gives public school districts the authority to exclude students who have a contagious disease such as COVID-19 or are liable to transmit it after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). As such, pilotED will work closely with our local health departments and will ensure the following procedures are being followed.

pilotED's Symptoms Impacting Consideration for Exclusion from School

Students and employees will recognize the following COVID-19-related symptoms as leading to potential exclusion from the school environment:

- A fever of 99.5° F or greater
- Repetitive Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Positive Case Considerations

After a confirmed, positive test, the following protocols will be followed:

- Confirmed Student Case
 - Students must stay home for no less than 10 days following the beginning of symptoms OR after a positive test if no symptoms present. Students can immediately return to school after a negative test.
 - Students will be placed in virtual instruction during absence to limit disruption from in-school instruction
 - pilotED will communicate the grade and class of any confirmed case with all families within 24 hours of notice. That student's class will be required to quarantine for 7 days.
- Confirmed Staff/Teacher Case
 - Staff members must stay home for no less than 10 days following the end of symptoms OR after the positive test if no symptoms are present. Staff may return immediately following a negative test.
 - If a classroom teacher, that class will quarantine for 7 days.

- pilotED will communicate the grade and class of any confirmed case with all families within 24 hours of notice

Quarantine/Closure Scenarios

- Whole-Class Quarantine:
 - In-school policies for COVID-19 have been designed to keep students within their homeroom at all times. This allows for us to quarantine select classes in the event of a confirmed case.
 - Classes will be quarantined for a period of 10 days in the event of:
 - 1 positive cases in one class
 - Over ½ of students absent due to COVID-like symptoms
- School Closure:
 - A whole school closure will occur only in extreme situations, and when pilotED administration feels we can no longer adequately protect our staff and students from illness.
 - Per Marion County Health Guidelines, school closure may be considered in the event of elevated case levels (measured daily for 2+ consecutive weeks) if pilotED's COVID rate is greater than Marion County's COVID Community rate.
 - School Considerations:
 - 5+ confirmed cases among staff and students (at the same time)
 - Over ⅓ of students and/or staff absent due to COVID-like symptoms
 - School may also be closed due to any state-wide stay at home orders.

Changes to the Student Experience

- Bus Transportation to/from School
 - All students will have their own seat if/when possible;
 - Students within the same family will be seated together;
 - Bus drivers will disinfect all seats/high-touch surfaces after both morning and afternoon routes;
 - Bus monitors will check student temperatures before entering the bus, if the student has a temperature above 99.5 they will be asked to stay home;
 - Parents/students are encouraged to observe social distancing while waiting for the bus at their designated stop.
- Arrival/Entering the Building
 - Students are to enter one at a time, with at least 3 feet in between each person;
 - Each student will have their temperature checked at the door prior to going to class and if the temperature is over 99.5 degrees, the student will go to a quarantine area at the Nurse's Station and their temperature will be rechecked 5 minutes after resting;
 - Students entering the building are to use hand sanitizer and then walk to their designated classrooms immediately;
 - Students will keep all of their belongings with them; when they enter the classroom, they will bring all pertinent materials to their seats.

- PPE
 - All students will be required to wear a facemask in the building at all times;
 - Students that show COVID-19 like symptoms, will be required to immediately put on PPE, will be removed from the general population, put into quarantine at the Nurse's Station, and immediately have their parents called for pickup;
 - Teachers will have PPE in their classrooms to provide students that will need one prior to sending them to the quarantined area.

- Hallways
 - Student hands should be kept in their pockets or next to their bodies at all times;
 - Students will walk single-file or one-behind-the-other, at an arm's length apart;
 - Classes must remain on one side of the hallway;
 - There is to be absolutely no touching of walls, water fountains, others or objects in the halls.

- Entering Classrooms
 - Teachers and students will greet one another with no-contact salutations;
 - Students will go to their seats and wait for instructions from the teacher.

- Water Fountains
 - No water fountains will be used by students;
 - Each student will be given a water bottle that will be filled each day using the new no-touch water bottle fillers at each water fountain.

- Washing Hands
 - Employees and students must wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol;
 - Incorporate at least 4 key times into the school day when all persons should wash or sanitize their hands;
 - If washing in the bathroom, adhere to bathroom times and utilize sanitizer the other times. These key times should be done in a staggered class pattern to maintain social distancing between students and include times such as:
 - Start of the school day
 - Before eating
 - After using the restroom
 - After blowing the nose, coughing, or sneezing
 - After using shared equipment

- Using the Bathroom
 - Students will use the restroom using only walled stalls, no urinals;
 - Students must wash their hands with soap for at least 60 seconds;
 - Bathrooms should be sanitized after every classroom use

- Breakfast

- Students should enter the classroom, put up their belongings and then take a seat at their desk;
- Teachers will pass out breakfasts to students individually and collect trash when finished;
- Trash will be placed in a large trash bag and placed outside of the classroom;
- Facilities manager will circulate to classrooms to collect trash.
- Lunch
 - Lunch staff, facilities manager, and support team will bring lunches to classroom;
 - Students will eat lunches in classroom at their desks;
 - Each class will have their own large trash can for refuse; facilities manager will circulate to classrooms to collect all trash
- Dismissal
 - Staggered dismissal by grades to ensure no two classes are side-by-side in the hallway at any time.
 - Teachers transition class toward north doors;
 - Walkers are dropped off at main office and proceed outside to dismiss or wait for caregiver to arrive
 - Bus riders are separated at the gym, lined up and transitioned to their bus by class
 - Car riders proceed with their teachers out the north doors to an assigned class space to wait for their caregiver pick-up.
- Computer Lab
 - Sanitize hands on way in/out of computer lab;
 - Computer placement/spacing should observe social distance guidelines and not be altered by teachers;
 - When social distancing between individual computers is not possible, students should sit every/other computer (laptops may be necessary to ensure that there are adequate computers for all students);
 - After each use, computers will be sanitized by students for next group (screen, keyboard, mouse);
 - Teacher fully sanitizes all other high-touch surfaces at the end of the day.
- Recess (Outside)
 - All students wash hands before and after recess;
 - Only one class at a time on the playground;
 - One class in grass to limit the number of students on the playground (balls, hula hoops, grass-based games);
- Recess (Inside)
 - All students wash hands before and after recess;
 - Only one class in the gym;
 - Recess activities should be limited to those that students do not have to share equipment or be in close proximity;
 - Go Noodle activities may be utilized in the classroom or the gym as a substitute for recess; spaces should be safely marked in the gym for distancing to be had.
- Courtyard

- All students must wash hands before/after any activities in the courtyard;
- If conducting classroom activities in the courtyard, stools/spots on grass should be spaced to follow social distance guidelines;
- Activities should be limited to those that do not require students to share materials or be in close proximity;
- Spray chairs with disinfectant
- In-Class
 - All teachers and students will wear masks at all times
 - Desks/tables will be arranged to observe social distance guidelines (6ft) whenever possible. Desks should face in the same direction;
 - When using the carpet, students should be spread out to observe social distance guidelines. When possible, carpet seating should allow students to face the same direction, rather than in a circle;
 - Each student will receive a material kit to remain in their desks; students should not share any materials. Limit resources which require students to share, such as technology or books and when used, be sure to disinfect between each use;
 - Teachers/students will disinfect classrooms twice daily (before lunch, and at the end of the day). All high-touch surfaces will be disinfected, including, but not limited to: desks, tables, technology, smartboards, door handles;
 - Bathroom/hall passes will be disinfected after each use;
 - Classroom windows should remain open throughout the day whenever possible

Changes to Team Member Experience

- Arrival
 - Clock-in using the iPad clock-in system at each yellow door entrance; use hand sanitizer before and after clocking-in/-out
- PPE
 - All staff must wear school-provided facemasks at all times when in a setting of more than 1 person;
 - 5 masks will be provided each week and sanitized for re-use the following week.
- Kickstart
 - Standing 6 feet apart in the gymnasium
- Walking in Hallways
 - Always walk along the right side of the hallway, close to the wall. Do not stop to high-five or to talk to students or staff members without a 6 feet distance at all times
- Meetings (Small Group or Large Group)
 - When possible, seek to hold small and large group meetings virtually or in a space such as the Nest, Courtyard, or Gym where social distancing can be practiced.
 - Clean all surfaces before and after
- Nurse's Station
 - Greenhall way room 118. This space is for students and employees who

- are feeling ill to be evaluated (temperature check).
- All waiting staff should wear a cloth face covering.
- Only essential staff assigned to the space may enter.
- A record will be kept of all persons who entered the space and the space will be disinfected several times throughout the day.
- Strict social distancing is required and staff must wear appropriate PPE.
- Additionally, all staff with fevers or symptoms associated with COVID-19 will be encouraged to seek medical attention for further evaluation and instructions.
- Breaks
 - Limit usage of the staff/teacher's lounge (no more than 3 people at a time);
- General In-Class Disinfecting (2x/day)
 - Desks
 - Door Handles
 - SmartBoards
 - Passes
 - Seats
 - Tabletops
- Front Lobby
 - Disinfect iPad after every use at the front desk;
 - Sneeze guard / glass is to be in front of office manager at all times;
 - Switch main payment to credit card or check, limit cash payments, and sanitize hands immediately after.

Changes to the Parent/Visitor Experience

- Arrival/Dismissal/Visits
 - Prohibit family visits inside the school building;
 - Outside/sidewalk visits are encouraged;
 - Restrict the number of people in the school building who are not students or staff to a minimal number;
 - Must wear a disposable facemask; such masks will be provided upon entering the building.
- Dismissal-Specific
 - Car rider parents remain in the car;
 - Walker parents remain on the outside
- Vendor Access
 - Restrict vendor access to the school to times when students are not present.

Daily Cleaning / Facilities Disinfecting

- COVID Defence Team disinfects high touch areas 3 times a day (door handles, copy machines, water cooler, teacher lounge tables, coffee machines, clock-in iPads, nurse's bed, etc)
- Instructional staff disinfects classroom technology, seats, tables, handles
- Ice packs will be made of ice cubes placed in disposable baggies.

Food Pantry

- Place order weekly on Food Pantry Order Form on Parent Portal from Thursday through Wednesday.
- Pick up will be on Fridays from 10 am to 12 pm.
- Families will choose a time on the order form between 10 and 12. Ms. Jenn will send a confirmation text on Thursdays and ask for confirmation of appointment.
- Pick up is in the parking lot at the pantry door.
- Families do not come inside the building.
- Pantry staff will pack the order and bring it out to the car.

Locations for Important Cleaning Supplies

Hand Sanitizer	Wipes	Gloves
Hallways (6)	Classrooms	Family Resource Center
Clock in/out Ipads	Computer Lab	Nurse's Station
Keurigs (Nest/Green Conference Room)	Conference Rooms (Red Hall and Green Hall)	
Gazebo in Courtyard	Nurse's Station	
Family Resource Center	Printers	
Water Coolers (Nest/Green Conference Room)		
Cafeteria		
Nurse's Station		