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Fall Opening Plan August 2020

Over the course of the last 6 weeks, Clariden's Opening Plan Task Force and Board of Directors have been working to evaluate the various guidelines relating to the coronavirus/COVID-19. This document outlines Clariden's plan for the opening of school. Clariden continues to monitor the spread of COVID-19. Clariden receives regular updates and guidance from Texas Governor Greg Abbott, Texas Education Agency (TEA), Texas Private Schools Association, Texas Alliance Accredited Private Schools (TAAPS) and from our local, Tarrant and Denton County Health Departments and other agencies relating to the response, prevention and mitigation efforts. The guidance has evolved over time and continues to evolve based on COVID-19 conditions across our state and local community. Given that guidelines are ever evolving, Clariden's plan will be updated as deemed necessary.

Clariden is currently planning to start school on August 12 and will be offering both in-person and remote synchronous instruction. Remote synchronous instruction requires teachers and students to be virtually present at the same time.

Clariden's plan for the fall semester is focused on maximizing the educational aspects of our program. As coronavirus cases decline, more aspects of Clariden's program will be offered.

General Health & Safety Protocols

Training:

- All Clariden employees will be trained in COVID-19 safety protocols prior to the start of the school year.
- Students will be provided, on the first day of school, instruction on appropriate hygiene, cleaning, disinfecting (as appropriate) and social distancing practices.

Cleaning/Disinfectants:

- Clariden will use appropriate medical-grade and neutral disinfectants within classrooms and buildings.
- Clariden's campus will continue to be cleaned each evening.
- High touch surfaces (i.e. door knobs) will be cleaned regularly throughout the day and each evening.
- Every classroom and office area will have disinfectant in a spray bottle and cleaning cloths provided for employees and students to use on high touch surfaces throughout the school day.
- Surfaces and materials/tools will be cleaned after each use by the user or teacher as appropriate.
- Students leaving communal spaces will clean space and materials/tools prior to leaving space.
- The state recommends, that each school provide students the opportunity to clean their own spaces before and after they are used in ways that are safe and developmentally appropriate.
- Clariden is required to close off areas that are heavily used by an individual with a lab-confirmed case (student, teacher or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.

Handwashing:

- Students and staff will be trained in proper handwashing protocols to prevent COVID-19 and the spread of germs.

- Students, teachers, staff and essential campus visitors/volunteers will be encouraged to sanitize and/or wash hands frequently.
- Teachers will model appropriate frequent hand washing (20 seconds) for students and supervise handwashing when possible.
- Handwashing posters will be posted in classrooms and restrooms.
- Hand sanitizer stations will be located throughout each building and hand sanitizer will be available in each classroom.
- Tissues will be provided in classrooms and common areas to encourage students and staff to cover coughs and sneezes with a tissue, and if not available, to cover with their elbows. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds, or hand sanitizer used.

Ventilation/Air Flow:

- Clariden's air filters in all buildings were changed to meet Harvard Healthy Building Guidelines.
- Clariden will increase the fresh air circulation within all buildings and open windows/doors (where appropriate) for extra ventilation as deemed necessary.

Health Pre-Screening for Employees & Students

- Students and staff will be temperature checked daily upon arriving to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator. Students or staff with a fever of **100.4 or higher** must **not** come to school. Please stay home to mitigate the spread of the coronavirus.
- Students and staff will be prescreened for any of the following symptoms upon arrival to school. Students will be screened by Clariden staff and Clariden staff will be screened by Head of School and/or an administrator:
 - Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
 - Loss of taste or smell
 - Cough (for chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Difficulty breathing
 - Shortness of breath
 - Headache
 - Chills
 - Sore throat
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Diarrhea, vomiting or abdominal pain
- Students and staff on campus are subject to periodic temperature checks for verification, especially if they are feeling ill or suspected of having a fever.
- Teachers will have access to a touch-free forehead thermometer in their classroom or department to check/verify temperatures throughout the day as needed and will immediately send anyone with a **100.4 or higher** temperature to administration/health station for further evaluation.
- Any student running a temperature of **100.4 or higher or with symptoms** listed above, will be required to be picked up by a parent immediately.
- Students and staff are required to report to The Clariden School if a) they have come into close contact with an individual who is lab-confirmed with COVID-19; b) they themselves have COVID-19 symptoms or c) are lab-confirmed as having COVID-19.
- It is the **parents' responsibility** to keep their child home when running a temperature of 100.4 or higher or when displaying any of the symptoms listed above.

School Health Station Procedures

- Clariden must immediately separate any student who shows COVID-19 symptoms while at school until the student is picked up by parent or authorized individual.
- A designated space within the health station will be defined for students experiencing symptoms or fever.
- Minor health needs will be handled in the school office area to reserve the health station space for students experiencing symptoms or fever.

- Students who come to the health station showing symptoms will be required to put on a face covering/mask until their parent arrives to take them home.
- The health station will be cleaned and disinfected regularly with a medical-grade disinfectant.

Confirmed, Suspected or Exposed to COVID-19

Protocols for Individuals Confirmed, Suspected or Exposed to COVID-19:

Any individual - including teachers, staff, students or other campus visitors/volunteers - who themselves either a) are lab-confirmed to have COVID-19 or b) experience symptoms of COVID-19 **must** stay at home throughout the infection period, and **cannot** return to campus until they have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who was diagnosed with COVID-19**, the individual may return to school when **all three** of the following criteria are met:

- 1) at least three days (72 hours) have passed since resolution of fever without the use of fever-reducing medications.
- 2) the individual has improvement in symptoms (e.g. cough, shortness of breath); **and**
- 3) **at least 14 days** have passed since symptoms first appeared.

In addition, individual must have a doctor's note stating that they are healthy to return to campus.

In the case of **an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19**, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above, and has a doctor note stating they are good to return to campus.

If the **individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay-at-home period**, the individual must either a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or b) receive at least two separate confirmations at least 24 hours apart that they are free of COVID-19 via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Individuals - including students, teachers, staff or other campus visitors/volunteers - **who have had close contact with someone who is lab-confirmed to have COVID-19**, **must** stay at home through the 14-day incubation period, and will not be allowed on campus.

Parents must ensure they do not send a child to campus if the child has COVID-19 symptoms (as listed in this document), is lab-confirmed with COVID-19 or has had close contact with someone lab-confirmed to have COVID-19. Students will receive remote synchronous instruction until the re-entry criteria are met and the student can return to campus.

Close contact

This document refers to close contact with an individual who is lab-confirmed to have COVID-19. Close contact is determined by an appropriate public health agency and defined within this document as:

- being directly exposed to infectious secretions (e.g. being coughed on); and/or
- being within 6 feet for a cumulative duration of 15 minutes

Individuals are presumed infectious, i.e. contagious, at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

Clariden will communicate to the community (as it does for all communicable diseases) should there be a positive COVID-19 case identified among students, teachers, or staff who participate in any on campus activities.

Should there be a lab-confirmed positive COVID-19 case within the Clariden learning environment, Clariden is required to report this to Tarrant and Denton County Health Departments, in accordance with applicable federal, state and local laws and regulations, while also, to the greatest extent possible, in compliance with the confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Social Distancing

- Students and staff will be trained in proper social distancing.
- Social distancing will be practiced within the classrooms and educational environments when possible and age appropriate.
- Sneeze Guards and Plexi-glass may be used as necessary.
- Teachers will monitor students around lockers and cubbies to ensure social distancing is being practiced.
- Signage will be provided to help assist students and staff with social distancing in common spaces.
- Social Distancing is a personal responsibility of each individual attending school or coming to Clariden. Anyone causing a disruption or unwilling to follow Clariden's safety protocols, putting students/staff at unnecessary risk may be asked to leave the premises immediately.
- Whenever possible throughout the day, students and staff will remain six feet apart. **NOTE:** it isn't always realistic that staff and students can maintain six feet of social distancing at all times. Clariden's teachers and staff will do their best to promote a healthy and safe learning environment, while meeting the needs of the students.

Visitors

- Only essential visitors/volunteers will be allowed on campus for at least the fall semester.
- Essential visitors/contractors scheduled for work will be pre-screened for temperature/symptoms before admittance to campus.
- The Clariden School is permitted to prevent any individual who fails the health screening criteria from being admitted to campus until they meet the criteria for re-entry to school.
- While case numbers are high, all tours for prospective families and students will be virtual, with meetings held via Zoom.

Arriving at School

- Students arriving to school will be prescreened for COVID-19 symptoms and their temperatures will be taken.
- Students arriving at school will report directly to their classroom upon arrival.
- Students will be encouraged to use hand sanitizer immediately upon entering the building.

Departure from School

- Students will be released from their classrooms at the end of the school day.
- Parents, for at least the fall semester, need to remain in their vehicle when picking up their child. No parents will be allowed to gather outside of the buildings prior to pick up, for at least the fall semester.

Lunch

- Students will eat lunch within their classroom or outside when weather permits.
- Social distancing will be practiced during lunch.
- For at least the fall semester, Clariden will **not** be offering a vendor supplied lunch program.

Personal Protective Equipment (PPE) & Masks

Schools are required to comply with the governor's executive order regarding the wearing of masks. Clariden will follow executive orders from the state and local level.

- Employees and students will be trained in proper mask/face shield wearing.
- Employees may wear PPE attire as deemed necessary.
- Employees, students, visitors and volunteers on campus will wear masks according to the schedule below.

While coronavirus case counts are high – positivity rate 10% or higher in Tarrant and surrounding counties:

- Students 4th grade and up, all employees, parents, visitors and volunteers must wear masks.
- Students CP – 3rd grade, all employees, parents, visitors and volunteers must wear masks or face shields when not able to socially distance (minimum of 6ft.). Masks are preferred and shown to provide more protection over face shields. Face shields can be used as an alternative to a mask when it is not deemed developmentally appropriate for a student to where a mask.

While coronavirus case counts are moderate – positivity rate greater than 5% and less than 10% in Tarrant and surrounding counties:

- Face shields and masks must be worn when social distancing (minimum of 6ft.) cannot be practiced by all students, employees, parents, visitors and volunteers.

While coronavirus case counts are low – positivity rate less than 5% in Tarrant and surrounding counties:

- No face masks or shields required.

Masks must be worn by all students, employees, parents, visitors and volunteers when arriving and leaving campus, and while in all common areas such as restrooms, hallways, Fab Lab, etc.

Instructional Models:

In-Person Instruction – All program & grade levels

- Clariden intends to begin In-Person Instruction on the first day of school for students, August 12, 2020.
- In-Person Instruction is traditional at-school learning.
- Additional safety protocols and social distancing will be implemented as recommended for at-school learning.
- Teachers, when appropriate, will travel to students versus students traveling to teachers. This will help to mitigate the spread of the virus.
- Clariden will consider, when feasible and appropriate, the use of cohorts to aid with mitigating the spread of the virus and promote the greater probability of being able to keep students on campus.

Remote Synchronous Learning – All program & grade levels

- Clariden will offer two-way, real-time/live virtual instruction between teachers and students when students are not on campus.
- Students will be able to Zoom into the class to be an active part of the learning experience.
- Students will access curriculum through Canvas or Google Classroom.
- Students will be able to move between remote synchronous learning and in-person learning. Should a student wish to or have to move (due to COVID) from one learning platform to another they may do so on the Monday of each week. Mid-week moving of platforms is not permitted unless there is an illness or COVID related reason.

In the event that an executive order is issued for schools to close, Clariden will move to a robust remote learning experience during the time the executive order is in place.

Attendance and Enrollment

- Clariden is required to take daily attendance.
- Per Texas Education Code (TEC) 25.092, students must attend 90 percent of a course (with some exceptions) in order to be awarded credit for the course and/or to be promoted to the next grade. This requirement remains in force during the 2020-2021 school year.
- Given the public health situation, student attendance may be earned through the delivery of virtual instruction should a need arise for students to move to a remote learning platform.
- Should a health situation or concern arise, Clariden will work with individual families and students as deemed necessary.

Playgrounds & Outdoor Learning Spaces

- Playgrounds will be cleaned and disinfected regularly.
- Teachers will be encouraged to, when feasible and appropriate, teach students outside, rather than inside, because of the likely reduced risk of virus spread outdoors.
- Students and teachers will clean and disinfect outdoor learning spaces (i.e. picnic tables) when done utilizing the space.

Cougar Arts & Literacy Program – Extended Day

- Clariden's extended day program will begin when school opens in the fall and operate as normal.

Extracurricular Clubs/Athletics

- No extracurricular clubs or athletics will be offered during, at least, the fall semester.

Facility Rentals & After-School Events

- Any operation of facilities will be done consistent with the Texas Governor's Executive Orders for similar activities.
- Facility rentals will occur with established vendors. Nightly/weekend cleaning of the facilities will occur after use.
- No after school events during, at least, the fall semester.

Group Gatherings & Special Events

- During the fall semester, Clariden will avoid scheduling non-essential large group gatherings and events where adults and students must commingle indoors or where students would be unnecessarily exposed to the virus in public places such as field trips, assemblies, pep rallies, family game nights, etc.
- Teachers and Administration will assess various ways to share with parents Presentations of Learning and various other learning that is happening on campus.
- For fall semester, Clariden will hold curriculum night and parent conferences virtually.

Social-Emotional/Mental Wellness

- Clariden teachers will continue to, despite COVID-19 safety and health protocols, establish a supportive, connected community within their classrooms.
- Clariden's academic advisors will continue to meet with students to provide support and guidance.
- Clariden will implement social-emotional (SEL) curriculum for TK-12th grade students.

Communication

- Clariden will post on its website for parents and the general public, one week prior to the start of on-campus activities and instruction, a summary of Clariden's plan for mitigating COVID-19.
- Clariden will continue to communicate regularly via e-mails, newsletter, social media and website.
- Parent survey regarding DRAFT Opening Plan was sent to community for feedback.
- Town hall meetings with each program level were held to discuss opening plan and start to school.
- Final Opening Plan will be communicated to the Clariden community and posted on Clariden's website.

This is a living document and subject to change as new information becomes available.