



# Clonlara COVID-19 Return to School Plan

## Updated 3/1/21

### **Policies and Procedures**

#### **Entering the Building**

Only Clonlara staff and students will be allowed entry into the building or onto the playground. Families will be asked to maintain 6 feet distance when dropping off and picking up.

Students will enter the building through their assigned door where a staff member will conduct a daily health screening. They will then proceed directly into their classroom. If you need to drop your child off outside of the usual times, you will need to contact your child's teacher to let them know to meet your child at the door.

Younger Youngers: Enter through playground door  
Older Youngers: Enter through playground door  
Middles/Olders: Enter through main entrance  
Teachers: Enter through main entrance

#### **Pick Up**

At the end of the school day, all students will pack up their things and wait outdoors (masked and distanced) to be picked up. Youngers will wait on the playground. Parents must wait outside the playground gate wearing masks and maintain 6 feet distance. Middles and Olders will wait on the circle at the front of the school.

If you need to pick your child up early, please contact your child's teacher to let them know. We will not be able to accommodate early drop-offs or late pick-ups. Students will not be able to remain on the playground after school hours.

#### **Symptoms Checklist**

Please do not bring your child to school if they exhibit any of the following symptoms:

- fever or chills
- cough
- shortness of breath/difficulty breathing
- fatigue
- muscle or body aches
- headache
- new loss of taste or smell
- sore throat

- conjunctivitis
- rash
- congestion or runny nose
- nausea, vomiting, or diarrhea

### **Daily Screening**

Clonlara will cooperate with the Washtenaw County Health Department regarding protocols for screening students and staff. This includes screening staff and students for fever and other symptoms before entering the school building daily.

Parents must stay until students have cleared the screening before leaving the premises.

When students arrive at school in the morning, they will put on their mask and report to check in at the door designated for their classroom. They will be asked about symptoms, any exposure to a person with a suspected or confirmed case of COVID-19, and they will have their temperature taken with a touchless thermometer. If they have any symptoms, possible exposure, or a fever (100.4 degrees Fahrenheit or higher), they will be asked to return home and quarantine for 14 days. Please help us by keeping your child home if any of these situations apply. Staff will also be screened daily.

After screening, your child will apply hand sanitizer and proceed into their classroom.

### **Classroom Pods**

Each class will function as a “pod”. Class size will be limited to 10-12 students, and they will remain with their teacher throughout the day.

Students will not interact with other classes, and each class will remain in their own classroom area, including a designated outdoor area for each group. The two Youngers classrooms will be used for grades K-5, and the Middles and Olders (6-12) will use the Multi-Purpose Room as their classroom. Each of these classroom spaces has its own independent HVAC system.

Students will be assigned to use a specific bathroom in or near their classroom.

Each class will be assigned a separate marked area of the playground.

Younger Youngers: Center section of playground

Older Youngers: Front section of playground

Middles/Olders: Back area of playground

Please note that school pods are not the same as family pods. Even if students spend time with other families outside of school, they will need to maintain 6 feet distance at school.

### **Face Masks**

All staff and students must wear masks indoors. The only exception to this will be when students are eating and spaced at least 6 feet apart.

All staff and students are encouraged to wear masks outdoors and must continue to maintain at least 6 feet distance outdoors.

Masks may be homemade (at least two layers) or disposable surgical masks and may not have vents.

Students must keep a spare mask at school.

Homemade masks must be washed daily.

Disposable masks must be disposed of at the end of each day.

Students will eat outdoors whenever possible (and indoors if that is not possible), spaced at least 6 feet apart.

Students may ask the teacher for a “mask break” outdoors if needed.

### **Hygiene**

Staff will teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol.

Students and staff will wash hands or use hand sanitizer (at least 60% alcohol) before entering the school building, before and after eating, and before and after handling masks.

### **Physical Distancing**

Classroom spaces will be arranged to facilitate distancing and students will be required to maintain 6 feet distance from one another. Staff will maintain six feet of spacing between themselves and students as much as possible. Students and staff will avoid direct physical contact, such as hugging, shaking hands, or holding hands.

### **Cleaning**

We will follow the requirements of the Michigan Safe Schools Return to School Roadmap. Frequently touched surfaces including light switches, doors, benches, and bathrooms, must undergo cleaning at least every four hours with either an EPA-approved disinfectant or diluted bleach solution. Student work surfaces (desks and tables) will be wiped down with either an EPA-approved disinfectant or diluted bleach solution daily.

### **Materials**

Students will keep all personal items in their designated area and will not share items with other students.

Every student will have an individual container of school supplies.

Any shared materials will be sanitized after each use or set aside for 2 days.

There will be no shared soft toys, pillows, blankets, or carpets in the classrooms. Students may bring soft items from home that they can keep in their designated area of the classroom.

### **Field Trips**

We will limit our outings to walking trips to local parks with our own “pods”.

We will continue to have virtual All-School Activities/field trips.

### **Events**

All school events will be continue to be held virtually.

### **Quarantine Room**

There will be a room, separate from all classrooms in use, where students or staff will quarantine if they develop a fever or symptoms during the course of the school day. Staff members who interact with a sick individual will wear personal protective equipment (PPE), including gloves, mask, face shield, and a gown. The sick individual will wear a surgical face mask. They will remain in that room until they are able to leave and will exit directly through the outside door.

The room will be then aired out and sanitized before being used again. We will use the room off the Atrium (formerly the Olders room) for this purpose.

## **Learning During Quarantine**

If an individual student or family is in quarantine, learning activities will be posted online, and they will be invited to participate remotely in teacher-led classes. If an entire class, or the entire school is in quarantine, everyone in that class (or the school) will resume Distance Learning until the end of the quarantine period. If a teacher is sick or in quarantine, that class will return to Distance Learning until the teacher is able to return.

## **Health and Safety Protocols**

In creating these guidelines, we have referred to [CDC recommendations](#) and the [MI Safe Schools: Michigan's 2020-21 Return to School Roadmap](#). We will update our protocols as new recommendations are released. When in doubt, we will err on the side of caution.

## **Illness**

Students or staff who show **any** signs of illness may not attend school. They may return to school when they have been fever-free for at least 72 hours without the use of fever-reducing medications and when they have no other symptoms.

Students who become sick at school will be quarantined in the Quarantine Room. Parents will be notified immediately to pick up their child. Staff who become ill at school will return home immediately and a staff member will remain with that class to the end of the school day. If it is a suspected case of COVID-19, all parents will be notified to pick up their students in that class immediately. If a student with a suspected case of COVID-19 has siblings at school, parents will be asked to pick up the siblings as well.

## **COVID-19 Symptoms**

If a student or staff member exhibits any symptoms of COVID-19, the school will notify the Washtenaw County Health Department and will require a negative COVID-19 test or 14 days of quarantine and no symptoms before the individual returns to school.

Possible COVID-19 symptoms include: fever or chills, cough, shortness of breath/difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, conjunctivitis, rash, congestion or runny nose, nausea or vomiting, or diarrhea.

The Washtenaw County Health Department offers guidance on what to do if you are sick with COVID-19: <https://www.washtenaw.org/3104/What-to-do-if-Youre-Sick>.

How to reduce your risk: <https://www.washtenaw.org/3102/Prevention-Risk-Reduction>

## **Notification**

Families and staff will be notified immediately of both suspected and confirmed cases of COVID-19 at school. Cases will be posted on the Covid Dashboard on the school website and reported to the Washtenaw County Health Department.

Families and staff must stay home and notify the school immediately if they or any member of their household

- is experiencing COVID-19 symptoms
- has a confirmed case of COVID-19
- has been exposed (15 minutes or more, less than 6 feet apart) to a confirmed case of COVID-19

## **Testing**

Clonlara will cooperate with the Washtenaw County Health Department regarding implementing protocols for testing students and staff. Symptomatic students and staff sent home from school will remain at home until they have tested negative for COVID-19, or have completed 14 days of quarantine.

## **Responding to Positive Tests Among Staff and Students**

We will cooperate with the local public health department if a confirmed case of COVID-19 is identified, and will collect the contact information for all known close contacts of the affected individual from two days before he or she showed symptoms to the time when he or she was last present at the school.

Anyone who tests positive for COVID-19 will stay home and self-isolate for 14 days. Anyone who has had close contact with someone who has tested positive or is symptomatic for COVID-19 needs to be tested and stay home until receiving a negative result, or stay home and monitor for symptoms. If a student, teacher, or staff member tests positive for COVID-19, students in the same class (and siblings of a student who tests positive) should also be tested and remain at home until receiving a negative test result or completing 14 days of quarantine.

Areas and materials used by an individual who tests positive for COVID-19 will be cleaned and disinfected before being used again.

[If you test positive for COVID English & Spanish \(washtenaw.org\)](https://www.washtenaw.org)

## **By coming to school, you are agreeing that;**

- You are not feeling ill today
- You are not experiencing any symptoms of COVID-19
- You have not had a positive test for COVID-19 in the past 14 days
- Nobody in your household is experiencing any symptoms of COVID-19
- Nobody in your household has had a positive test for COVID-19 in the past 14 days
- You have not been in close contact (15 minutes or more, less than 6 feet apart) with anyone who has tested positive for COVID-19 in the past 14 days

Failure to follow these guidelines may result in the school returning to Distance Learning.

### **Clonlara School**

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