

Lake Castle Private School

Fall 2020 Reopening Guidelines*

*Based on the publication *Strong Start 2020 School Reopening Guidelines & Resources* obtained from the Louisiana Department of Education & CDC recommended guidelines, July 28, 2020



Dear Lake Castle Parents,

It has been far too long since we have been with our students on campus, and we have been working on procedures to provide a full-time, safe return to campus for 4th – 8th grade students and staff on August 26, and pre-kindergarten – 3rd grade students on August 31. As such, we are following current guidelines from the Centers for Disease Control and Prevention (CDC) and the Louisiana Department of Health (LDH). Keeping our students, faculty, and staff safe is our main priority. Therefore, adjustments have been made to our routine and will stay in effect until updated by health officials. We will keep you informed via the Lake Castle website as changes or modifications are required to be made. Additional detailed guidelines will be provided as we get closer to the beginning of the school year. Please review the following guidelines:

CLASSROOM PROCEDURES

- Classes will convene indoors with a static group size limited to 24 students and 1 teacher.
- Students will remain with the same classmates, in the same classroom throughout the day, and will not move from room to room.
- Classrooms will be set up so that desks are spaced out as far as possible from the next student.
- Desks will all face in the same direction.
- Desk shield on teacher's desk
- All students will be seated in a desk with storage and will keep school bags at desk. Students will bring all school supplies, labeled with their name. No materials will be shared in the classroom.
- Whenever possible, classroom windows and doors will remain open to increase ventilation.
- HEPA filters in each class

CAMPUS PROCEDURES

- Classes will not convene in shared indoor spaces (gym/pavilion being the exception); social distancing will be practiced in gym/pavilion.
- If classes go outdoors for lunch/PE, students will follow social distancing.
- Students will pass singly through entry and exit points.
- Classrooms and other buildings will have designated entrances and exits.
- Students use separate entrance and exit doors in upper-elementary buildings.
- No visitors will be allowed in any classroom buildings during the school day.
- Anyone reporting to the administrative building for school business must call ahead and must wear a face covering to gain admittance.
- Water fountains will be closed. Students may bring personal/labeled water bottles with flip-top lids.
- Computer lab will not be in use until further notice.

FACE COVERINGS

- Face coverings are not required for students in PreK-2nd grade but are certainly welcomed and encouraged. The LDH recommends that “adults and students in 3rd grade and up should wear face coverings, as able, to the maximum extent possible.” Please practice wearing face masks to get used to this.
- Face coverings (no text or extreme designs) for 3rd grade and up are required for arrival, dismissal, transitions throughout the day, and where social distancing cannot be maintained. Face coverings are recommended by the LDH “in all areas of the school.”
- Individuals with severe breathing difficulties should not wear face coverings, and a doctor's note is required for this exception.

- Teachers and staff members will have face coverings.
- Any modifications of this requirement made under advisement of current health officials before the start of school will be communicated to you.

ARRIVALS

- Touch-free temperature checks will be conducted before students are received from their vehicles. Students who have a temperature of 100.4 or above will not be allowed on campus.
- Students report directly to their classroom/building through exterior entrance doors. Hand sanitation will be required upon entering the classroom.
- Please do not pull into entrance drive until the access gate system is open to allow teachers to enter campus.

DISMISSALS

- Dismissal times will be staggered in 10-minute intervals at two separate locations (one grade level at a time).
- Students will be dismissed individually from classrooms with no groups in dismissal area. Parents will remain in their vehicles.
 - This will require punctual arrival times for parents and enhanced patience to allow students to walk from class.

TARDIES AND EARLY CHECK-OUTS

- It is extremely important that students arrive on time in the morning.
- If a student is tardy, the parent must call the office for a staff member to come to the vehicle to conduct a temperature check and sign in the student.
- Parents must send a note with the student in the morning if he/she will be picked up for an early dismissal. If you must pick up your child unexpectedly, please call ahead and alert the office. Anyone picking up a student for an early dismissal should call the office upon arrival, and a staff member will accompany the student to the vehicle. Please be prepared to present ID.

LUNCH/PE

- Students will receive a second temperature check at the beginning of lunch.
- Students will remain in their classrooms for lunch. As weather permits, classes may rotate lunch areas outdoors while remaining with their homeroom only.
- Students may bring lunch from home or order at school. School lunches will be individually packaged with utensils inside and delivered to the classrooms.
- It is vital that lunch orders are filled out and submitted for each upcoming two-week period. Students **will not** be allowed to go to the window to order, so please be sure to resolve this according to schedule.

- Teachers will ensure that children wash/sanitize hands prior to and immediately after eating.
- Teachers will wash/sanitize their hands before and after assisting students with lunch.
- Desks will be sanitized following lunch.
- Activities will be limited during PE.
- Students will sanitize hands after PE.
- Playground will be closed until further notice.

AFTER-CARE PROCEDURES

- Procedures for after-care will be communicated as they are finalized. Space will be limited, and registration beforehand will be required in order to accommodate students with social distancing requirements.

HEALTH PRACTICES

All faculty, staff, and students will engage in hand washing/sanitizing at the following times:

- Upon arrival to the classroom/building
- Before and after eating and handling food or drinks
- After using the bathroom
- After playing outdoors
- COVID-19 informational signs will be displayed at visible locations throughout campus.
- Additional hand sanitizing stations will be utilized throughout the campus.

Students will be instructed to wash hands with soap and water for 20 seconds (for young children, ABC song, Happy Birthday song 2x). Alcohol-based hand sanitizers with at least 60 percent alcohol can be used if soap and water are not readily available.

- Teachers/staff will supervise children when they use hand sanitizer to prevent ingestion.
- Students will be instructed to sneeze into elbow or tissue, throw the tissue away immediately, and wash/sanitize hands. Coughs will be referred to the office.
- Personal hand sanitizer and tissues can be kept at students' desks if age appropriate.

WELLNESS POLICY

Individuals who have a fever of 100.4 or above or other signs of illness will not be allowed on campus.

- Faculty will monitor students and contact office if or when they observe symptoms in a student, including a fever of 100.4 or higher, shortness of breath, cough, or sore throat.
- Any student who exhibits any of these symptoms will be supervised in an isolation area, and parent/guardian will be contacted for immediate pick up.
- The student may return to campus when fever free for 48 hours without fever-reducing medicine.

- Students exhibiting multiple symptoms must present a doctor's note to return to campus.

EXPOSURE TO COVID-19

- Any faculty, staff, or student who tests positive for COVID-19 must remain isolated at home until they have recovered and have been released by their doctor and have a note from the doctor to return to campus.
- Close contacts will be asked to stay home and monitor symptoms for 14 days or until cleared by physician (the Office of Public Health defines close contact as a person who was less than six feet away from the student for more than 15 minutes).

ENVIRONMENTAL CLEANING

- Classroom teachers will clean and disinfect high-touch objects, such as doorknobs, multiple times throughout the day.
- A cleaning schedule will be established and followed, allowing additional procedures for cleaning and disinfecting, including desktops and other high-touch surfaces.
- Desks/classrooms will be sanitized at the end of each day.
- Custodial staff will clean and disinfect bathrooms multiple times throughout the day.

TECHNOLOGY

- Canvas online platform has been implemented. Information will be provided as we move closer to the beginning of the school year.
- IXL has been renewed in math, English, and reading. Access to these accounts is currently available.

ON-CAMPUS VISITS

- All on-campus visits (special performances, school-wide parent meetings, presentations) are suspended until further notice.
- Parent-teacher conferences will be via phone until further notice.

Parents of any student with health or other concerns should contact the office for guidelines regarding working from home.

A COVID-19 Disclaimer form will be required to be signed prior to the first day of school. Information will be provided in future UPDATES on our school website. May everyone stay safe and healthy!