



VICTORY ACADEMY

A K-12 Faith-Based Private School
A Division of IOG, inc.

SCHOOL PROCEDURES IN RESPONSE TO COVID-19

(This document is in progress and will possibly change as new information is presented.)

Please answer the following questions honestly before reporting to work or school each day. If you answer yes to any of these questions, please refrain from coming to school or work today.

- 1. Do you have any respiratory symptoms such as cough, difficulty breathing/shortness of breath or respiratory infection such as pneumonia or flu?**
- 2. Have you had or been in close contact (within 6 feet) with someone who has a laboratory confirmed COVID-19 diagnosis in the past 14 days?**
- 3. Have you had two of the following symptoms in the past 14 days?**
 - **Fever (greater than 100)**
 - **Repeated shaking with chills**
 - **Headache**
 - **New loss of sense of smell or taste**
 - **Diarrhea**
 - **Muscle Pain**
 - **Sore Throat**
 - **Vomiting**
- 4. Have you, anyone in your household or visitors to your household, traveled either outside of the United States and/or to California, Connecticut, Illinois, Louisiana, Massachusetts, Michigan, New York, New Jersey, Pennsylvania, and Washington, Dade County (Miami), Broward County (Ft. Lauderdale) or Palm Beach County (West Palm Beach) in the last 14 days?**

Faculty /Staff Arrival Procedures

- All staff is to arrive promptly at 7:30 a.m.
- We will meet in the lobby for staff check in.
- Temperatures will be taken.
- We will wash our hands.
- We will put on our shields.
- We will perform our morning routine and report to our stations for student arrival.
- If a teacher is ill and showing any COVID symptoms, they will be instructed to stay at home.

Arrival

- Students can start arriving to school at 7:45
- Parents are to wait in car line until their student(s) are properly checked in.
- Students will line up 6ft apart on the marker indicators if waiting to be checked in. (Elementary markers will be placed inside the playground area around the sidewalk. Middle and High School markers will be place in the out side walkway separating the gym and school building.)
- If a student is ill and showing any COVID symptoms, they will be instructed to stay at home.

***** It is very important that we take extreme precautions to keep our students and faculty safe. If your child is sick, please allow them to stay at home.**

Entering the Building

Elementary

(Staff will be located on playground, at door, and in hallway.)

1. Students will be greeted by staff and have their temperature taken.
2. They will then be given a shield to wear throughout the school day (Every student shield will be provided by the school. The shields will have their names on them, and they will be cleaned and sanitized daily.)
3. Student will sanitize his hands with the hand sanitizer provided upon entry.
4. Another staff member will then direct the student to a chair in the hall where he or she can sit and wait until check in is complete. (Chairs will be placed 6ft apart.)
5. At 8:05, teachers will take their students into their classroom.
6. Any student entering after 8:05, will still report to their designated floor with parent. They will have to ring the doorbell, a staff member will greet them, and take them through all of the proper entering procedures. Parents will have to sign them in at the door, but will not be permitted to enter at that time.

Middle, High School & Discovery

(Staff will be located at outdoor walkway, at door, and classroom doors.)

1. Students will be greeted by staff and have their temperature taken.
2. They will then be given a shield to wear throughout the school day (Every student shield will be provided by the school. The shields will have their names on them, and they will be cleaned and sanitized daily.)

3. Student will sanitize his hands with the hand sanitizer provided upon entry.
4. Student will be directed to his homeroom class, and teacher will give him an assigned seat.
5. Student will be instructed by homeroom teacher when he can visit his locker to collect belongings for 1st half of school day.
6. At 8:05, teachers will take attendance and proceed with Bible.
7. Any student entering after 8:05, will still report to their designated floor with parent. They will have to ring the door bell, a staff member will greet them, and take them through all of the proper entering procedures. Parents will have to sign them in at the door, but will not be permitted to enter at that time.

Classroom Procedures

All Students

- Upon entering the class, students will be given hand sanitizer.
- Students will place all of their belongings in designated cubbies.
- Student will be assigned a seat. (All seats will have plastic shields around them.)



- Every desk will be faced in the same direction and 6ft apart. To maintain social distancing, class sizes will not exceed 10 students.
- Once all students are seated, teacher will instruct different students to wash their hands. (All elementary classes have restrooms.)
- Students will be instructed to wash hand occasionally throughout the day.
- Students will not be permitted to share any items or supplies. (Teachers will prepare supply containers for each student and a caddy with different manipulatives needed for the week.)
- Water breaks will be permitted, but students will not use water fountains. Parents will be asked to provide students with a refillable water bottle to keep at their desk or in designated area.)
- To continue to keep our classes as orderly as possible, all teachers will implement the same rules.
 1. No walking or talking without permission
 2. Be respectful
 3. Stay on task.

Hallway Procedures

Elementary

- There will be limited travel through the halls.
- When travel is necessary in the halls, students will be lined up 6ft apart.
- There will be markers throughout the hall to keep students the proper distance apart.

- Students will be trained to walk at a slower pace to maintain their distance.
- When returning to their destination, students will sanitize hands before entering the class.

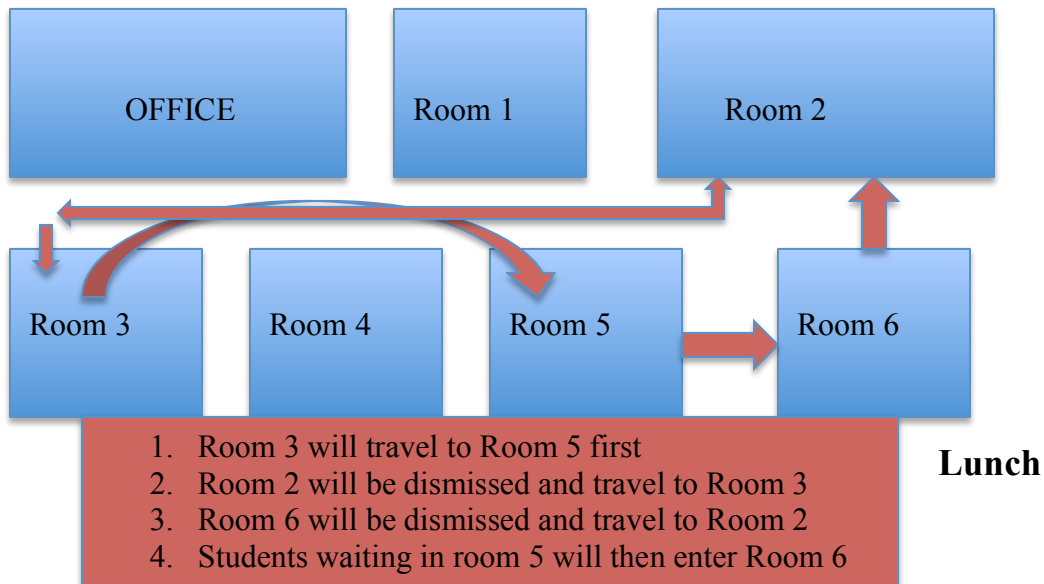
Middle & High School

- There will be limited travel through the halls.
- When travel is necessary in the halls, students will be lined up 6ft apart.
- There will be markers throughout the hall to keep students the proper distance apart.
- Students will be trained to walk at a slower pace to maintain their distance.
- When returning to their destination, students will sanitize hands before entering the class.
- Teachers will be assigned class restroom times during each period to allow for student restroom breaks. Students will be sent one at a time, and other teachers will try their best to refrain from sending their students during another teacher's time.
- Students will be scheduled times to go to their lockers at the beginning of the school day, before or after lunch, and at the end of the school day.

Changing Classes

(Middle/ High School Only)

- Students in Middle and High School will change between three teachers.
- Before exiting their class, they will sanitize their area by cleaning their desk, chair, and the plastic shield around their desk.
- Teachers will inspect to make sure, the class is sanitized properly.
- Classes will change in an orderly fashion following a strict routine to ensure that each class is being transported through the halls at different times. (See diagram below.)



Procedures

- Lunch will be in the classrooms.
- Students will bring their lunch from home.
- Students will not be permitted to share lunch items with others.
- Each teacher will have a microwave in the class to permit warming of food.
- Elementary teachers must warm lunches for students. (Teachers will wash hands and use gloves.)
- Before lunch, students will be given time to wash their hands and have their areas sanitized.
- After lunch, students will be given time to wash hands and have their areas cleaned.

Elementary Music & Physical Education

- Music for elementary students will be held on the elementary floor.
- The music teacher will travel to their classes for their music time.
- The music teacher will also teach Physical Education.
- During Physical Education, students will be using a curriculum called Music in Motion.
- This will allow for physical activity without contact.
- Physical Education will be held in the gymnasium. Students will wear their shields and be separated into pods throughout the gym to insure 6ft of social distancing. Any equipment needed for students will be sanitized before use and place within that student's pod. The equipment will be thoroughly cleaned before being used again.

Middle & High School Physical Education

- Physical Education for Middle & High School Students will take place on Thursdays only.
- To keep from using locker rooms, students will be permitted to wear P.E. uniforms to school on Thursdays.
- Physical Education will be held in the gymnasium. Students will wear their shields and be separated into pods throughout the gym to insure 6ft of social distancing. Any equipment needed for students will be sanitized before use and place within that student's pod. The equipment will be thoroughly cleaned before being used again.
- During this time, students will be participating in cardio and aerobic activities that would not require contact.

Dismissal Procedures

School day ends at 3:30 due to arrival procedures.

- Parents will wait in car line. Two staff member will call for students via intercom system to exit the building.
- Family pick up in the back
- Individual pick up in the front
- Another family or student will only be called once the previous car has exited.

After Care Pick Up

Parents will ring the doorbell.

Parent will sign student out at the door without entering building.

After Care instructor will release student(s) to parent.

VISITOR PROCEDURES

- Victory Academy has always had an open door policy in regards to parents visiting their students throughout the school day, however due to current circumstances, we will not allow visitors of any kind into the school unless of an emergency or by appointment.
- If an appointment is made, visitors will have their temperature taken and instructed to wear a mask.
- If possible, all appointments will be scheduled for afterschool hours.

Essential Visitors

(Student Nurses or Behavior Therapists)

- Essential visitors will be required to go through all of the necessary arrival procedures as our staff.
- They will have to wear a mask at all time and stay in their designated area.

Disclaimer: Although we are taking every precautionary measure possible to maintain a safe environment for our students and faculty, we cannot ensure that a student will not come into contact or contract the virus.

Below you will find pages 49-52 of the *CDC Activities and Initiatives Supporting the COVID_19 Response and the President's Plan for Opening America Again.* (May 2020)

INTERIM GUIDANCE FOR SCHOOLS AND DAY CAMPS

As communities consider a gradual scale up of activities towards pre-COVID-19 operating practices in centers for learning, such as K-12 schools and summer day camps, CDC offers the following recommendations to keep communities safe while resuming peer-to-peer learning and providing crucial support for parents and guardians returning to work. These recommendations depend on community monitoring to prevent COVID-19 from spreading. Communities with low levels of COVID-19 spread and those with confidence that the incidence of infection is genuinely low (e.g., communities that remain in low transmission or that have entered Step 2 or 3) may put in place the practices described below as part of a gradual scale up of operations. All decisions about following these recommendations should be made in collaboration with [local health officials](#) and other State and local authorities who can help assess the current level of mitigation needed based on levels of COVID-19 community transmission and the capacities of the local public health and healthcare systems, among other relevant factors. CDC is releasing this interim guidance, laid out in a series of three steps, to inform a gradual scale up of operations. The scope and nature of community mitigation suggested decreases from Step 1 to Step 3. Some amount of community mitigation is necessary across all steps until a vaccine or therapeutic drug becomes widely available.

Scaling Up Operations

• In all Steps:

- Establish and maintain communication with local and State authorities to determine current mitigation levels in your community.
- Protect and support staff and students who are at [higher risk for severe illness](#), such as providing options for telework and virtual learning.
- Follow CDC's [Guidance for Schools and Childcare Programs](#).
- Provide teachers and staff from higher transmission areas (earlier Step areas) telework and other options as feasible to eliminate travel to schools and camps in lower transmission (later Step) areas and vice versa.
- Encourage any other external community organizations that use the facilities also follow this guidance.

- **Step 1:** Schools that are currently closed, remain closed. E-learning or distance learning opportunities should be provided for all students. Support provision of student services such as school meal programs, as feasible. Camps should be restricted to children of essential workers and for children who live in the local geographic area only.
- **Step 2:** Remain open with **enhanced** social distancing measures and for children who live in the local geographic area only.
- **Step 3:** Remain open with distancing measures. Restrict attendance to those from limited transmission areas (other Step 3 areas) only.

Safety Actions

Promote [healthy hygiene practices](#) (Steps 1-3)

- Teach and reinforce [washing hands](#) and covering coughs and sneezes among children and staff.
- Teach and reinforce use of face coverings among all staff. Face coverings may be challenging for students (especially younger students) to wear in all-day settings such as school. Face coverings should be worn by staff and encouraged in students (particularly older students) if feasible and are most essential in times when physical distancing is difficult. Information should be provided to staff and students on [proper use, removal, and washing of cloth face coverings](#). Face coverings are not recommended for babies or children under the age of 2, or for anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the covering without assistance. Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected (many people carry COVID-19 but do not have symptoms). Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Have adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol (for staff and older children who can safely use hand sanitizer), paper towels, tissues, and no-touch trash cans.
- Post signs on how to [stop the spread](#) of COVID-19, [properly wash hands](#), [promote everyday protective measures](#), and [properly wear a face covering](#).

Intensify cleaning, disinfection, and ventilation (Steps 1-3)

- [Clean and disinfect](#) frequently touched surfaces within the school and on school buses at least daily (for example, playground equipment, door handles, sink handles, drinking fountains) as well as shared objects (for example, toys, games, art supplies) between uses.
- To clean and disinfect school buses, see [guidance for bus transit operators](#).
- Ensure [safe and correct application](#) of disinfectants and keep products away from children.
- Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible such as by opening windows and doors. Do not open windows and doors if they pose a safety or health risk (e.g., allowing pollens in or exacerbating asthma symptoms) risk to children using the facility.
- [Take steps](#) to ensure that all water systems and features (for example, drinking fountains, decorative fountains) are safe to use after a prolonged facility shutdown to minimize the risk of [Legionnaires' disease](#) and other diseases associated with water.

Promote social distancing

• Step 1 and 2

- Ensure that student and staff groupings are as static as possible by having the same group of children stay with the same staff (all day for young children, **and as much as possible for older children**).
- Restrict mixing between groups.
- Cancel all field trips, inter-group events, and extracurricular activities (Step 1).
- Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher

transmission areas (Step 2; Note: restricting attendance from those in Step 1 areas).

- Restrict nonessential visitors, volunteers, and activities involving other groups at the same time.
- Space seating/desks to at least six feet apart.
- Turn desks to face in the same direction (rather than facing each other), or have students sit on only one side of tables, spaced apart.
- Close communal use spaces such as dining halls and playgrounds if possible; otherwise stagger use and [disinfect](#) in between use.
- If a cafeteria or group dining room is typically used, serve meals in classrooms instead. Serve individually plated meals and hold activities in separate classrooms and ensure the safety of children with [food allergies](#).
- Stagger arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible.
- Create social distance between children on school buses (for example, seating children one child per seat, every other row) where possible.

• Step3

- Consider keeping classes together to include the same group of children each day, and consider keeping the same child care providers with the same group each day.
- Allow minimal mixing between groups. Limit gatherings, events, and extracurricular activities to those that can maintain social distancing, support proper hand hygiene, and restrict attendance of those from higher transmission areas (Step 1 or 2 areas).
- Continue to space out seating and bedding (head-to-toe positioning) to six feet apart, if possible.
- Consider keeping communal use spaces closed, such as game rooms or dining halls, if possible; if this is not possible, stagger use and [disinfect](#) in between uses.
- Consider continuing to plate each child's meal, to limit the use of shared serving utensils and ensure the safety of children with [food allergies](#).
- Consider limiting nonessential visitors, volunteers, and activities involving other groups. Restrict attendance of those from higher transmission areas (Step 1 or 2 areas).
- Consider staggering arrival and drop-off times or locations, or put in place other protocols to limit close contact with parents or caregivers as much as possible.

Limit sharing (Steps 1-3)

- Keep each child's belongings separated from others' and in individually labeled containers, cubbies, or areas and taken home each day and cleaned, if possible.
 - Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment etc. assigned to a single student/camper) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use.
 - If food is offered at any event, have pre-packaged boxes or bags for each attendee instead of a buffet or family-style meal. Avoid sharing of foods and utensils.
 - Avoid sharing electronic devices, toys, books, and other games or learning aids.
- [Train all staff \(Steps 1-3\)](#)

- Train all teachers and staff in the above safety actions. Consider conducting the training virtually, or, if in-person, ensure that social distancing is maintained.

Check for [signs and symptoms](#) (Steps 1-3)

- If feasible, conduct daily health checks (e.g. temperature screening and/or [symptoms checking](#)) of staff and students safely, respectfully, as well as in accordance with any applicable privacy laws or regulations. Confidentiality should be maintained.
 - School and camp administrators may use examples of screening methods in CDC's supplemental [Guidance for Child Care Programs that Remain Open](#) as a guide for screening children and [CDC's General Business FAQs](#) for screening staff.
 - Encourage staff to stay home if they are sick and encourage parents to keep sick children home. [Plan for when a staff member, child, or visitor becomes sick](#) (Steps 1-3)
- Work with school administrators, nurses, and other healthcare providers to identify an isolation room or area to separate anyone who exhibits COVID-like symptoms. School nurses and other healthcare providers should use [Standard and Transmission-Based Precautions](#) when caring for sick people. See: [What Healthcare Personnel Should Know About Caring for Patients with Confirmed or Possible COVID- 19 Infection](#).
- Establish procedures for safely transporting anyone sick home or to a healthcare facility.
- Notify local health officials, staff, and families immediately of a possible case while maintaining confidentiality consistent with the [Americans with Disabilities Act \(ADA\)](#) and other applicable federal and state privacy laws.
- Close off areas used by a sick person and do not use before cleaning and disinfection. Wait 24 hours before you [clean and disinfect](#). If it is not possible to wait 24 hours is, wait as long as possible. [Ensure safe and correct application of disinfectants](#) and keep disinfectant products away from children.
- Advise sick staff members and children not to return until they have met CDC [criteria to discontinue home isolation](#).
- Inform those who have had [close contact](#) to a person diagnosed with COVID-19 to stay home and self- monitor for symptoms and to follow [CDC guidance](#) if symptoms develop. If a person does not have symptoms follow appropriate CDC guidance for [home isolation](#).

Maintain healthy operations (Steps 1-3)

- Implement flexible sick leave policies and practices, if feasible.
- Monitor staff absenteeism and have a roster of trained back-up staff.
- Monitor health clinic traffic. School nurses and other healthcare providers play an important role in monitoring health clinic traffic and the types of illnesses and symptoms among students.
- Designate a staff person to be responsible for responding to COVID-19 concerns. Employees should know who this person is and how to contact them.
- Create a communication system for staff and families for self-reporting of [symptoms and notification of exposures and closures](#).
- [Support coping and resilience](#) among employees and children.