



GEORGIA PREPARATORY SCHOOL, INC.

We understand that schools play a vital role in children’s development and overall well-being. Our goal is to maintain the health, safety and mental wellness of our entire student population while providing nurturing and academic rigor to our school environment. A safe reopening amid the COVID-19 pandemic will require the full commitment of every member of our school. We expect our faculty, staff, and parents to lead by example, modeling proper behavior and good judgment for the children in our care. We ask for patience, understanding and flexibility as we navigate ever-changing circumstances, and we thank you in advance for your cooperation.

OUR SHARED COMMITMENT

A safe return to school requires universal cooperation and commitment. Georgia Prep takes seriously the health risks associated with COVID-19 and expects –students, parents, faculty, and staff–to do the same. We ask that all students, faculty, staff, and members of their households answer the following questions before arrival each day:



FEVER?

Individuals with a temperature over 100.4 F are not permitted in the building. Medication may not be given to reduce or mask a fever.



FEELING SICK?

Individuals exhibiting any symptoms of illness are not permitted in the building.



FACE COVERING?

Everyone must wear a face mask/shield. Don’t leave home without it!

OUR PLAN FOR REMOTE LEARNING

The spread of COVID-19 may necessitate a return to remote learning. Should that be the case, our faculty and staff are prepared to make the transition to virtual learning, using Zoom and Google Classroom as our primary platforms for communication.

OUR PROCEDURES AND PROTOCOLS



CAMPUS VISITORS: On-campus visitors are limited to those with appointments and essential workers. All approved visitors must check in at the front desk for temperature checks. Parents, grandparents, and friends may not visit or volunteer in the classroom. We will reevaluate this policy on a month-to-month basis



CLEANING: Georgia Prep already had continuous cleaning protocols in place prior to COVID-19. Our building was not only cleaned overnight but also during the school day. We are implementing further measures in accordance with CDC recommendations and each classroom will contain sanitizing materials, wipes, and soap.



CONTACT TRACING: Office administration will maintain close contact with the Georgia Department of Health and follow DPH guidelines as they maintain student health information and monitor absences. Individuals will be notified of possible exposure to illness and/or cases of COVID-19 should they or their student(s) be impacted. We will maintain patient confidentiality per HIPAA.



DAILY TEMP CHECKS: Individuals who enter campus must have their temperature taken. Individuals with a temperature over 100.4 F are not permitted in the building, and medication may not be given to reduce or mask a fever. Employees and families are asked to make temperature checks part of their daily morning routines and to attest to the fact that they are temperature-free before departing for school. In addition, we will conduct random temperature checks. Those showing a fever will be sent home immediately. Individuals must be fever-and symptom-free for 48 hours with written release from a physician before returning to school.



FOOD SAFETY & DINING: Students will need to provide their own lunch. Items should be carried in a lunch bag/box or disposable paper bag. Microwaves will be available for heating food. Students will dine in their classrooms and all eating surfaces will be cleaned and sanitized before and after lunch.



GATHERINGS: Large gatherings such as student assemblies will take place via Zoom or in spaces that allow for social distancing. In spaces where students typically congregate (gymnasium or cafeteria), the number of students allowed in those spaces will be limited.



HEALTHY HABITS: Staff and students must remain home if they show any signs of illness—including but not limited to fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle aches, headache, loss of taste or smell, sore throat, congestion, nausea, vomiting and diarrhea. Students, faculty, and staff will also commit to practicing good hygiene, including: wearing required face coverings when entering or exiting the facility. Masks should remain worn in classrooms until air purifiers have maintained clean air. Students may also remove masks when eating. Students must provide their own face coverings and should always carry at least one back-up covering with them.



REPORTING A CASE: To ensure the health and safety of the entire school, all positive cases of COVID-19 should be reported to the school. Positive cases in students or parents should be reported to the administration office and Administrator. An internal reporting structure has been put in place to ensure confidentiality, and the Administrator will follow up with individuals reporting a positive case. Individuals will be notified of possible exposure to illness and/or cases of COVID-19 should they or their student(s) be impacted. At times, students and/or faculty may be requested to remain at home if we believe there has been close contact with a symptomatic person awaiting COVID-19 test results. This guidance will come directly from our administrative office.



RETURNING TO WORK/SCHOOL: If a symptomatic student or employee is confirmed COVID-19 positive, they may return to work/school if they have followed the current Georgia Department of Public Health and CDC guidelines, been fever free (less than 100.4 F) for 72 hours with no fever-reducing medications and no COVID-related symptoms. If an asymptomatic staff member or student is confirmed COVID-19 positive, they may return to work/school if at least 14 days have passed since the positive test result and they remain asymptomatic.



SOCIAL DISTANCING: Consistent with recommendations from public health officials, we will implement social distancing recommendations to the best of our ability. Given space limitations, social distancing may always not be possible, therefore it is vitally important that everyone practice the healthy habits listed below.



ARTS & EXTRACURRICULAR ACTIVITIES: Arts and other extracurricular activities will proceed as planned with additional precautions in place. No contact sports will be implemented. Recess will be done in small groups. We will pause all student field trips. Families traveling during school closures will need to adhere to the recommendations from public health about travel.



TESTING FOR COVID: Families should follow the advice of their physicians when determining whether to be tested for COVID-19. If a student or employee tests positive for COVID-19, they should report the result to the nursing staff, who will notify those potentially impacted by the diagnosis and determine a course of action. (See Returning to Work & School for return guidelines.)



THOROUGH HAND-WASHING: Hands should be washed with soap and water for at least 20 seconds as often as possible but always before and after using the toilet; before touching your eyes, nose or mouth; before and after eating; after sneezing, coughing or using a tissue; after contact with high-exposure areas such as door handles; before leaving school and upon return home; and between classes. Hand sanitizer will be available in every classroom and students, faculty, and staff are encouraged to carry their own hand sanitizers and should frequently clean personal cell phones and laptops. Disinfecting wipes and/or sprays will be provided throughout campus as well, but students, faculty and staff are also encouraged to bring their own. Avoiding sharing. Do not share food or drinks; bring a personal, reusable water bottle that is cleaned thoroughly each day. In addition, students are encouraged to bring their own laptops and/or tablets to school to minimize the sharing of technological devices.

YOUR COVID SCHOOL SUPPLIES

- **Face Covering:** Find a mask or similar face covering that suits your sense of style and comfort. Sport the face covering for several days prior to our return to school to ensure you are comfortable wearing it for long periods of time. Always carry an extra face covering in your backpack.
- **Personal Technology Device(s):** Middle School students are asked to bring their own laptops or tablets to school each day to help us minimize the sharing of technological devices. Devices should be taken home at the end of each day. Phones will not be acceptable devices for schoolwork or to be used in class.
- **Sanitizers:** Hand sanitizer will be available in each classroom. Feel free to carry a personal supply of hand sanitizer or hand-sanitizing wipes with you as well.
- **Water Bottle:** Bring a clean, reusable water bottle to avoid sharing water sources.* Please note that these guidelines are subject to change as the situation unfolds and additional information becomes available.

OUR ADMINISTRATIVE TEAM

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