



## Town and Country Stay in School Plan

### Staff

1. Staff members will enter the building wearing a face covering and will be required to wear a face covering of some type in the classrooms. This can be some type of material, paper hospital mask or face shield. We have ordered many different options for the teachers or they can provide your own.
2. This is the honor system. If you have a temperature, DO NOT come to work! Please stay home until you are fever free for 24 hours without fever reducing medicines such as Ibuprofen or Tylenol.
3. If a family member has direct person to person contact and must quarantine the staff member may return to work if family member has no symptoms. If or once family member shows symptoms, Town and Country staff member would quarantine for two weeks.
4. Staff are encouraged to eat lunch in their classrooms. They may eat lunch in the teacher's lounge at their own discretion.
5. Staff members will not have their pay or PTO docked for Covid-19 related absences.

### Reception:

1. The receptionist will wear face covering.
2. All communications with visitors will be done through the speaker.
3. The only staff allowed to admit any visitor through the door is the receptionist or the administration.
4. All visitors will be given a disposable mask and asked to wait up front. Visitors may not walk through the building unescorted.
5. If a student returns from an appt or is tardy, the student must enter the building wearing a face covering and have their temperature taken at the door. If the student is found to have a temperature, they will be sent back to their car and illness protocols will be in effect (see subtitle illness).

### Student Arrival

1. Primary Rule which is always in place: **Do NOT bring your child to school with a fever or if they are sick.** This is not just a Covid-19 guideline.
2. All morning care areas will start no earlier than 7:30 due to the staff requirements needed to assess students entering the building. No student will be admitted prior to 7:30 am. High school students will enter through the South door. 9<sup>th</sup> and 10<sup>th</sup> will have morning care in the small gym. 11<sup>th</sup> and 12<sup>th</sup> will have morning care in the

cafeteria. Middle School students will enter through the lower school circle drive with the elementary students. Middle School morning care will be in the auditorium and elementary morning care will continue to be in the library.

3. Student masks: Student face coverings must have school appropriate patterns. They may have a school appropriate pattern, be solid colored material, the paper hospital masks or face shields. Face coverings will be required for every student. If your child has a medical condition, anxiety or sensory issues which are exacerbated by wearing a face covering, we will adjust as needed. Please contact the principal directly if your child will have an issue.
4. When families pull up to drop their children off, parents must stay until the student's temperature has been verified in the acceptable range. The student must have a temperature not higher than 100 degrees. If the student has a temperature, their parent must take them home. They may return to school when they are free of a fever for 24 hours without fever reducing meds such as Ibuprofen or Tylenol.
5. If a student or family member of a student tests positive for Covid-19, the student will go on virtual learning for 2 weeks. They will remain on remote as long as needed. The school will stay in contact.
6. Administration will notify the health department, assess the risk of possible infection to other students and staff, and implement the 2-week quarantine/remote learning.
7. Students may enter the building who are wearing a face covering and are free of a fever. Students will proceed to their morning care area and continue to wear a mask.

### **Inclement Weather**

1. We will be adjusting our protocols for entrance during inclement weather. Changes will be made to make sure staff and students are not standing in the rain, snow etc.

### **Classroom:**

1. Teachers and Speech Pathologists will be given a tabletop plexiglass divider to work with students in small groups. They will also get a face shield and disposable masks. Teachers may also provide their own washable face covering.
2. Every class will have hand sanitizer.
3. There will also be 13 hand sanitizer stations throughout the school.
4. Students will wear face coverings in the hallway, classroom and during any transitions or trips outside the classroom.
5. Students will be required to wear a mask of material, paper hospital masks or face shield. Parents must provide students with a mask.
6. Teachers will be required to come to school wearing a face covering of some kind. This can be a face mask made of various materials, a paper medical mask or a face shield or all of the above if they prefer. The classroom situation allows for a minimum of 6 feet between each individual.
7. Parents must provide fidgets for their child due to sanitary reasons.

## **Bathrooms**

1. Students/Staff will wear face coverings in the bathrooms.
2. There will be 2 students allowed in the bathroom at any one time.
3. Students must wash their hands after visiting the restroom and use sanitizer throughout the day.

## **Specials:**

1. A mister will be provided for PE along with PE wipes. There will be an assistant in PE to help clean equipment between classes.
2. There will be one student seated at each computer table.
3. Each student in art will have their own box with their supplies in the box. We will purchase these things and not include them in the school supply list.

## **Recess and Breaks**

1. A staff member will stand at the door and hold it open for all students to exit and enter. This eliminates the need for all students to touch the door handles.
2. We will not be using balls or other PE style equipment unless it can be sanitized and will not be shared during use.

## **Lunches:**

1. The elementary and middle schools will have 1 lunch period each.
2. The high school will now have 2 lunch periods and students will sit 2 per table with an assigned seat to aid in contact tracing if there is a Covid positive student.
3. Students will not wear face coverings during lunch unless they need to leave the lunchroom for some reason.
4. Students will remain seated throughout their time in the cafeteria.
5. If students find they need something, they must raise their hand and ask a staff member for it.
6. Students may not use microwaves.
7. Students must provide their own lunch, condiments, plasticware and plates/bowls. Please remember, we are a nut free facility.
8. Students may not share food.
9. There will be NO visitors during lunch or drop off lunches allowed at this time and until further notice.
10. We will not be having Fast Food Friday for the 1<sup>st</sup> semester. We will reconsider this option for 2<sup>nd</sup> semester based on guidelines from the CDC and the Health Department.

11. Staff members will take the trash cans from table to table to pick up trash.
12. Staff members will wear face coverings and gloves during lunch duty.
13. Staff members will also wipe down tables with the help of students when necessary.
14. Students will put their face coverings on before they leave the cafeteria.
15. Students, staff and parents may not place Doordash, Grubhub or other delivery services to bring food.

### **After School**

1. Students will wear face coverings until they are in their family car and leaving the school grounds.
2. We will still have homework club in order to help students with their work.
3. All students will be off campus no later than 3:30 pm unless they are in aftercare.
4. There is no aftercare for high school students and thus they will all need to be off campus no later than 3:30.
5. All clubs, activities and sports will be on hold for 1<sup>st</sup> semester. We will reassess the situation for the 2<sup>nd</sup> semester.

### **Janitorial**

1. All bathrooms will be cleaned regularly throughout the day.
2. We will not be utilizing water fountains except for the water bottle filler sensors. All students must bring a water bottle.
3. E-misters will be used throughout the school.
4. Surfaces on the inside of the classroom, as well as doorknobs will be the responsibility of the teacher/assistant of the class.
5. Surfaces outside the classroom door will be the responsibility of the janitorial staff.

### **Remote Learning**

1. Teachers will be prepared at a moment's notice to switch over to remote learning. We prefer to hold school in person whenever possible. However, we must be prepared to follow the CDC and health department guidelines as much as we possibly are able.
2. This will include digital lessons and presentations as well as the use of Teacherease, Google Classroom and Zoom.

### **Parents**

1. **PLEASE KEEP YOUR CHILD HOME IF THEY ARE ILL.** We must work together as a team to keep your child, other students, and staff safe and healthy!
2. Parents must remain in the car when dropping off their child.

3. Please do not pull away after drop-off until your child's Covid-19 risk has been assessed.
4. Parents may not enter the building unless they have an appt or are picking up their child early.
5. Parents may only enter if they are wearing a face covering.
6. Parents may not bring treats for their child's class for birthdays or any other reason.
7. Parents must notify T&C if their child or anyone in their family tests positive for Covid-19. This is to keep their child safe as well as other students and staff.
8. We encourage all parents to make online payments or drop their payments in our night deposit. We will not be accepting in-person payments.
9. All enrollment paperwork will be online, and parents will be responsible for logging on and completing this paperwork prior to the first day of school.

### **Illness**

1. If a student becomes ill while at school, a staff member (wearing protective face covering) will immediately give the student a mask if they are not already wearing one.
2. The staff member will then take the students temperature with one of the infrared thermometers. The temperature will be logged in the principal's office.
3. The student will be quarantined away from other students and staff until their parents arrive to pick them up. When called the parents are asked to pick up their students within 30 minutes.
4. Once the student has been picked up the quarantine area will be sanitized.
5. If a student, faculty or staff member has a fever of 100 or higher, vomiting and/or diarrhea, they may not return to school for 24 hours after the fever and all symptoms have ceased without the aid of fever reducing medication.
6. Parents must notify T&C of the child's diagnosis.

\*\* This document and the protocols listed are subject to change at any time. Town & Country School will utilize the guidelines from the CDC, Health Department, Oklahoma State Department of Education and all governing bodies in its decisions surrounding the reopening of Town & Country School. We will notify you of any changes.