

# **COVID RISK ASSESSMENT**



**THE CLASSICAL  
ACADEMIES**

# TABLE OF CONTENTS:

Arrival of School Employees	3
Arrival of Students	3
Flex Start (During Student Arrivals)	4
Late Student Arrival	4
Routine for Entering and Exiting a Classroom	4
Passing Periods/Hallways	4
Recess (To, From and During)	5
Lunch (To, From and During)	5
Dismissal	5
Extra Curricular Programs	6
Classrooms	6
Physical Education Facilities	7
Library/Study Hall	7
Restrooms	7
Playgrounds/Fields/Common Areas	7
Offices	7
Personal Property - Students	8
Procedure for Receiving Deliveries	8
Responding to Student Discipline Issues	8
Substitutes (Training on Prevention Procedures)	8
Supplies for Supporting Healthy Hygiene Behaviors	8
Visitor Policy and Procedures (Before, During and After School)	9

[BACK TO TOP](#)

# TRANSITION, SETTING, OR SITUATION

## ARRIVAL OF SCHOOL EMPLOYEES

- All employees are required to self check symptoms at home, before arriving to work
- All employees will undergo another symptoms check when arriving to work
- All employees will have their temperature checked upon arrival to work to make sure it is below 100 degrees F
- Any employee exhibiting symptoms, or that was in contact with someone that tested positive for COVID-19, will not be allowed to remain on campus (refer to the COVID Decision Tree)
- All employees are expected to wear a mask that covers both mouth and nose when entering and exiting the building and in common spaces where 6 ft of distancing cannot be maintained
- If an employee has a medical condition that prevents them from wearing a mask, or if there is a pedagogical reason for not wearing one, alternate types of PPE, such as a face shield or face drape, are encouraged

## ARRIVAL OF STUDENTS

- All students are required to self check symptoms at home, before arriving to school
- If symptom check is not performed at home, one will be conducted when arriving at campus
- Any student exhibiting symptoms or that was in contact with someone that tested positive for COVID, will not be allowed to remain on campus ([refer to the COVID Decision Tree](#))
- All students are required to wear a mask or face covering that covers both mouth and nose.
- If a student has a medical condition or disability that prevents them from wearing a mask, or if there is a pedagogical reason for not wearing one, alternate types of PPE, such as a face shield or face drape, are encouraged Students will be provided a face covering if they do not have one
- All students will continue social distancing (before temp check and after entering the building)
- All students will avoid personal contact with other students
- All students will avoid personal contact with belongings of other students
- All students should report directly to class after arriving on campus

**HAND SANITIZER WILL BE AVAILABLE THROUGHOUT THE CAMPUS AND AT CAMPUS ENTRANCE**

**[BACK TO TOP](#)**

## **FLEX START (DURING STUDENT ARRIVALS)**

Incoming traffic will be controlled to reduce contact and allow for social distancing. This will be accomplished by utilizing delineators, cones, signs, and personnel. Students will be given time to get to class for symptom checks (if required) before class.

## **LATE STUDENT ARRIVAL**

Late students will adhere to the symptoms check (if required) before being allowed to join a class. All students are required to wear a mask or face covering.

## **ROUTINE FOR ENTERING AND EXITING A CLASSROOM**

All students must wear a mask that covers both mouth and nose while walking through the halls and entering and exiting a classroom. Social distancing will also be required. Students should avoid congregating in doorways or other public places.

## **PASSING PERIODS/HALLWAYS**

Hallway traffic will be controlled to reduce contact and allow for social distancing. This will be accomplished utilizing delineators, cones, signs, staggered times and personnel. Hallways should be one direction unless adequate space is available for multi-directional traffic.

## **RECESS (TO, FROM AND DURING)**

- Traffic to and from class will be controlled to reduce contact and allow for social distancing. This will be accomplished utilizing delineators, cones, signs, staggered times and personnel
- All students will wear masks going to and from recess. If recess is outdoors students can remove mask if socially distanced
- All students will be given access to hand washing stations or hand sanitizer before and after recess
- All students will continue social distancing during recess
- Sharing of sports equipment is prohibited
- Any equipment used by students during recess must be sanitized immediately following use
- If snacks are allowed during recess students must maintain social distancing while eating

[BACK TO TOP](#)

## **LUNCH (TO, FROM AND DURING)**

- Traffic to and from class will be controlled to reduce contact and allow for social distancing. This will be accomplished utilizing delineators, cones, signs, staggered times, and personnel
- All students will wear masks going to and from lunch. When masks are removed for eating social, distancing must be maintained
- All students will be given access to hand wash stations or hand sanitizer before and after lunch break
- All students will continue social distancing while on lunch break
- All lunch tables should be sanitized after use
- If free play is allowed during lunch period, please follow recess guidelines

## **DISMISSAL**

Dismissal times will be staggered and students will follow the traffic flow, which will enforce social distancing and will limit physical contact with other students

## **EXTRA CURRICULAR PROGRAMS**

- All extra curricular programs, including athletic and performing arts programs, will adhere to all guidelines, including wearing a mask, social distancing, practicing good hygiene, and sanitizing equipment.
- No sharing of equipment.
- Choir and band will be conducted in accordance with county guidelines.

## **SETTINGS**

### **CLASSROOMS**

All classrooms will be set up for social distancing with desks being at least 6 feet from each other. All students are required to wear a mask or face covering. Students will be required to wear a mask when entering and exiting the building and the classrooms. Sharing of items within the classroom is prohibited. Classrooms will be sanitized daily and teachers will be provided disinfectant to wipe down surfaces between classes.

Each child's belongings will be separated and stored in individually labeled storage containers, cubbies, or areas. Belongings will be taken home each day to be cleaned.

Sharing of electronic devices, clothing, toys, books, and other games or learning aids will be avoided as much as possible. When sharing occurs, items will be cleaned and disinfected between uses. Adequate supplies will be available to minimize sharing of high-touch materials (art supplies, equipment, etc.) to the extent possible. Alternatively, use of supplies and equipment will be limited to one group of students at a time and cleaned and disinfected between uses.

[BACK TO TOP](#)

## **PHYSICAL EDUCATION FACILITIES**

All exercise areas will be set up for social distancing. Students will be required to wear a mask when entering and exiting the building and the classrooms. Sharing of items within the classroom is prohibited. The workout areas will be sanitized daily and teachers will be provided with disinfectant to clean surfaces and equipment between classes.

## **LIBRARY/STUDY HALL**

Any common areas will be set up for social distancing and will be sanitized daily. Hand sanitizer stations are available, and disinfectant will be used to clean surfaces regularly.

## **RESTROOMS**

Restroom use will be staggered to avoid gathering and to enforce social distancing. Restrooms will be sanitized daily.

## **PLAYGROUNDS/FIELDS/COMMON AREAS**

Playground equipment may be used within cohorts and must be disinfected between uses. Sharing of equipment is not allowed. Social distancing must be maintained.

## **OFFICES**

All offices must practice social distancing. Work stations will be set at least 6 feet apart and/or dividers will be provided to isolate work stations. Office areas will be sanitized daily and employees will be provided with disinfectant to regularly clean and wipe down surfaces in between visitors. Hand sanitizer stations are set up for all employees and visitors.

# **RELATED POLICIES/PROCEDURES**

## **PERSONAL PROPERTY – STUDENTS**

Each child's belongings will be separated and stored in individually labeled storage containers, cubbies, or areas. Belongings will be taken home each day to be cleaned.

## **PROCEDURE FOR RECEIVING DELIVERIES**

When possible, deliveries should be accepted outdoors. All vendors or delivery service personnel must wear a mask when visiting any school facility and will be asked about the COVID symptoms and undergo a temperature check upon entry. When employees receive a package, they should disinfect the item before dispersing it to its desired location.

## **RESPONDING TO STUDENT DISCIPLINE ISSUES**

Students are required to follow COVID policies. Students who refuse to follow COVID policies may be excluded from on campus activities.

[BACK TO TOP](#)

## **SUBSTITUTES (TRAINING ON PREVENTION PROCEDURES)**

- All substitutes will be trained on employee COVID policies and procedures
- All substitutes are required to self check symptoms at home, before arriving to work
- All substitutes will undergo another symptoms check when arriving to work
- All substitutes will have their temperature checked upon arrival to work to make sure it is below 100 degrees F
- Any substitutes exhibiting symptoms or in contact with someone who tested positive for COVID, will not be allowed to remain on campus ([refer to the COVID Decision Tree](#))

## **SUPPLIES FOR SUPPORTING HEALTHY HYGIENE BEHAVIORS**

Campus Supervisor, and campus teams will ensure adequate supplies are ordered and stocked. Additional support will be provided by the Health and Safety team and Facilities Manager. They will be responsible for the following:

- Ensure all soap dispensers are adequately stocked
- Ensure adequate hand sanitizer is available to support frequent use by students and teams
- Ensure adequate facial tissue is available
- When possible, create processes to prevent frequent touching of surfaces, such as door handles and other frequently touched surfaces

## **VISITOR POLICY AND PROCEDURES (BEFORE, DURING AND AFTER SCHOOL)**

Visitors are discouraged on campus during normal school hours. Visitors must wear a mask to enter the building and will be asked about the COVID symptoms and undergo a temperature check upon entry. Visitors with symptoms, or were in contact with someone tested positive for COVID, will not be allowed to remain on campus ([refer to the COVID Decision Tree](#))

[BACK TO TOP](#)