



CLARKSVILLE ACADEMY

COVID-19 RESPONSE AND PATH FORWARD



Purpose

The purpose of these guidelines is to establish procedures for faculty, staff, students, families, and visitors returning to campus during the COVID-19 pandemic and to ensure a safe environment.

Our Reopening Plan

Our Health and Safety Committee has studied a comprehensive review of COVID-19 public health guidance, state reopening guidelines, our campus footprints, school logistics, and parent surveys to deliver a multi-faceted plan. Informed by regular engagement with medical experts, peer schools and international schools that have reopened, as well as numerous local, national, and international resources and organizations, the Reopening Plan was developed with care and focused intention on balancing the delivery of academic excellence while mitigating risk in our community.

Below are listed the current types of high-level elements in place for the start of the 2020–2021 academic year:

- **Parent Partnership:** The partnership between the school and the family is vital. We will depend on families to protect the school population by ensuring students are healthy prior to coming to school. Families can depend on the school to protect the students, to the best of our ability, following established guidelines and practices. In turn, to the best of our ability, the school will endeavor to protect our students by following established guidelines and practices.
- **Physical Distancing:** One point of high risk for our community is large group gatherings, including classrooms, group spaces, events, hosting visitors, lunch, and transporting groups on our buses/cruisers. We will adhere to school, local, state, and federal recommendations and health guidelines as it relates to physical distancing, group size, and make modifications accordingly. Currently, we are planning for 6 feet of physical distancing in the classroom and, if unable, tables will be partitioned with plexiglass or barriers to provide additional barriers between students. While we will strive to mitigate risks by separating students, we will continually monitor and adapt our policies to promote safety. Lunch will be outside, weather permitting, or distanced in the classroom. Masks will be required to be worn in common areas and as children transition in classes or groups. Masks will not be required once students are distanced and seated in the classroom.
- **Additional Health and Safety Precautions:** Measures will be in place to acknowledge potential exposure, mitigate risk, and promote safety for our entire community while on campus. Precautions include daily screenings, wearing masks, disinfecting and cleaning processes, and encouraging personal hygiene practices.
- **Strong Academic Experience:** Whether on campus or in remote learning, students will experience a school day attending regular classes and school activities in a potentially modified manner. Faculty will continue to use tools and best practices to serve our students through any disruptions and transitions that may occur throughout the year.
- **Prepared for Interruptions:** If we are not permitted to experience on-campus learning, and we are required to move to *CA At Home*, we have worked diligently to respond to parent feedback. We are implementing a learning management system, Schoology. This system will connect our families, content, and teachers while on campus or in a remote setting.

- **Beyond Academics:** All extracurricular activities (athletics, off-campus global activities, After Care, arts, clubs) will be altered and modified to meet the health, safety, and illness policies and protocols of the school. While student-athletes have returned to activity with safety policies and protocols in place, we continue to follow the guidelines of TSSAA to determine game play for the 2020-2021 school year. Our culture of community is also a very important aspect of the school experience. Events that build our community's strong traditions will be held, as we are able, and will meet physical distancing and group size requirements.

Definitions

COVID-19: A human disease condition caused by the novel coronavirus. People with COVID-19 have a wide range of symptoms ranging from no observable symptoms, mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. The Centers for Disease Control and Prevention (CDC) have identified the following symptoms as possible indications of COVID-19:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100.4 F or higher)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Other less common symptoms have been reported including gastrointestinal symptoms like nausea, vomiting, or diarrhea. This list does not include all possible symptoms and may be updated by the CDC.

High Risk
LEVEL 1

Widespread community transmission

High level of community transmission: Outbreaks or increases in cases and recent laboratory-confirmed cases of COVID-19.

Medium Risk
LEVEL 2

Some community transmission

Low to moderate level of community transmission: Minimal amount of laboratory-confirmed cases of COVID-19 as determined by community.

Low Risk
LEVEL 3

No community transmission

No laboratory-confirmed cases of COVID-19 in the last 14 days, and no reported increase in the number of cases over the last 14 days.

Guiding Principles

The following five commitments guide our planning, decision-making, and implementation for procedures in returning to school at Clarksville Academy:

1. We will put safety first. We will leverage science, data, and public health leadership to inform the choices we make.
2. We will be transparent. We will share what we know and be clear about what we can control and what is outside of our control.
3. We will be equitable. We will center decisions on what is best for our students, families, and employees.
4. We will listen. We will bring together diverse stakeholders and experts to a.) understand a variety of perspectives and b.) offer creative solutions to problems.
5. We will be decisive. Given the size and scope of the challenge, we must move deliberately and make tough choices. We will adapt as quickly as possible as variables change.

SCREENING PROCESS



HOME is the first point on the screening continuum. Clarksville Academy will educate and support families on identifying the symptoms that indicate staff and students must stay at home. Families are encouraged to self-report symptoms of illness, which could include fever or new onset of cough. Self-reporting procedures will include calling the school, contacting your health-care provider, and/or emailing your child's teacher.



TRANSPORTATION is the second point on the screening continuum. Clarksville Academy bus drivers will check temperatures of all students who are riding the bus or cruiser. Students riding the CA cruiser or bus will require masks. Clarksville Academy will use clearly visible signage to communicate the symptoms students should not have if traveling on the school bus.



SCHOOL is the final point on the screening continuum. Clarksville Academy staff will check for symptoms (which will include temperature checks) and/or confirm with families students are COVID-19 symptom-free. Additionally, the nurse's clinic has been relocated to provide a well and sick area.

COVID-19 Guidelines for Employees

1. Clarksville Academy is committed to providing faculty, staff, students, families, and visitors a safe environment despite the COVID-19 pandemic. CA will monitor-- to every extent possible-- on-campus activities to ensure the safety and well-being of individuals as CA opens the campus responsibly.
2. Employees must take personal responsibility in following the recommended local, state, and federal COVID-19 guidelines.
3. Employees must be free of any COVID-19 related symptoms to be on campus.
4. An employee displaying multiple COVID-19 symptoms may be asked to leave campus immediately and seek medical care and/or COVID-19 testing as soon as possible. Failure to seek medical care or COVID-19 testing may impact an employee's Paid Time Off (PTO).
5. An employee displaying symptoms may be required to self-quarantine as outlined in the local, state, and federal guidelines and will return to work according to local, state, and federal guidelines and/or a negative COVID-19 test has been submitted.
6. Employees who have been within six (6) feet or less for fifteen (15) minutes or more of an individual who tests positive for COVID-19 or has been in direct contact with a positive COVID-19 case must follow the mandatory local, state, and federal policy recommended quarantine period and seek COVID-19 testing. The current recommended period is 14 days. Depending on the employee's specific circumstances, the employee with a negative test could return to work.
7. Prior to arriving on campus each day, an employee must take his/her temperature to ensure it is below 100.4 degrees. If an employee's temperature is higher than the minimum allowed by the local, state, and federal policy or the employee is exhibiting COVID-19 symptoms, the employee must stay home and seek medical care and/or COVID-19 testing. The employee must also notify their division head, nurse, and/or supervisor immediately.
 - Depending on the employee's specific circumstances, the employee may use Personal Time Off (PTO) and/or use unpaid leave during the Family and Medical Leave Act (FMLA), and/or if applicable the Families First Coronavirus Response Act process.
8. Employees must respond to any pre-screening questions to the best of their knowledge, as defined by the State of Tennessee or local and federal policy guidelines upon arrival to campus. An employee who answers "yes" to any of the pre-screening questions will be required to leave campus immediately and seek medical care and/or COVID-19 testing. Depending on the employee's specific circumstances, the employee may use PTO or utilize leave as established under Family and Medical Leave Act.

9. Employees must practice social distancing to the greatest extent possible by maintaining a distance of at least six (6) feet between individuals or wear a mask.
10. Employees must follow all COVID-19 directives published by CA including, but not limited to, plans of the CA Health and Safety Committee, notices on CA's webpage, building and facility signage.

COVID-19 Guidelines Related to Students

1. Students must take personal responsibility in following the recommended federal, state, and local COVID-19 guidelines.
2. A student displaying any symptoms of COVID-19 is expected to self-quarantine immediately. If at school, the school nurse will call the parent/guardian to arrange for medical care and/or COVID-19 testing.
3. A student awaiting the results of a COVID-19 test will be required to self-quarantine at home until the results are reported.
4. Students who test positive for COVID-19 must remain in quarantine at home until the student is released to return to class, as determined by their physician in consultation with local, state, and federal guidelines. Documentation from the physician must be given to the school nurse prior to returning to school. During this time, CA will provide class assignments to the quarantined student.
5. Students must follow all COVID-19 directives published by CA including, but not limited to, plans of the CA Health and Safety Committee, notices on CA's webpage, building and facilities signage.
6. Information regarding CA's Attendance Policy will be provided in the updated 2020-2021 School Handbook.

COVID-19 Guidelines Applicable to Employees, Students, and Visitors

1. Employees, students, visitors, and contractors are required to wear a cloth or surgical-style mask or face covering following the guidelines of all local, state, and federal recommendations in closed areas where physical distancing is difficult. Large interior areas and outdoor areas are excluded unless people are within six feet of each other. When the face covering is required, it must be worn over the nose and mouth.
2. Remote business meetings will be utilized as much as possible to reduce physical interaction.
3. For business that cannot be conducted remotely, employees, students, families, and visitors should schedule appointments with the appropriate personnel, faculty, or staff prior to visiting the school.

4. Family and friends are strictly prohibited from visiting campus, absent a legitimate academic or business need.

Violation of Guidelines

1. Any employee who violates these guidelines will be referred to his/her direct Head of School or supervisor for appropriate disciplinary action, pursuant to Discipline Procedures for Non-Faculty Employees and Employee Code of Conduct.
2. Any student who violates these guidelines will be referred to their Head of School for appropriate disciplinary action, pursuant to Student Code of Conduct.

Parameters for Safely Operating in a Low, Medium, and High Risk School

Our School

- Coordinate with local health officials and monitor the changes in community.
- Teach and reinforce healthy hygiene. Ensure hand hygiene supplies are readily available in school buildings.
- Designate a staff person to be responsible for responding to COVID-19 concerns.
- 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.
- Establish and implement a cleaning and disinfection plan following CDC guidance.
- 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.

LEVEL 1

- Establish and maintain communication with local and state authorities to determine current mitigation levels in our community.
- Implement multiple physical distancing strategies with EXTENDED SCHOOL DISMISSALS, closing school buildings to students.
- Cancel all field trips, inner-group events, sports events, and extracurricular activities.
- Implement remote learning until community spread and local health officials allow school re-opening.
- Follow guidelines from local and state health authorities on school re-opening.

LEVEL 2

- Implement multiple physical distancing strategies for gatherings, classrooms, and movement through school buildings.
- Limit the number of students per class and attendees per gathering to maintain six feet physical distancing.
- Alter schedules to reduce mixing of students (ex: stagger recess, entry/dismissal times).
- 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 will be maintained.
- Consider remote learning in some settings or with vulnerable students and staff.
- Perform additional cleaning and disinfection procedures.
- Implement safe traveling strategies on buses and other transportation of students.
- Activate plan to protect vulnerable students and staff, those with chronic conditions, special health care needs or disabilities .

LEVEL 3

- Accommodate needs of children and families at high risk, including supports for at-home learning.
- Follow cleaning and disinfection plan.
- Follow local community health guidelines for guidance on social distancing and group size for classrooms based on community spread.

Acknowledgement of Risk

By entering Clarksville Academy and its facilities, each person(s) acknowledges that both known and unknown risks exist, including but not limited to potential risk of exposure to respiratory illnesses such as the coronavirus (COVID-19). **Clarksville Academy cannot guarantee that any person(s) that enters our campus or facilities will not contract the virus.**

Frequently Asked Questions About the 2020-2021 School Year

Will Physical Education and other enrichment classes still be offered?

Enrichment classes such as PE, Spanish, art, and music will continue to be offered. Physical distancing will be a priority. Therefore, instead of Lower School students traveling to these classes, the enrichment teacher may come to the home classroom. PE will be outside when possible, but both the gym and auxiliary gym will be utilized to help students remain active but at a safe distance from each other.

Will my child be required to wear a mask all day?

We do not anticipate any student will need to wear a mask all day. In common areas where physical distancing is impossible, masks will be required. In classrooms, desks will be arranged to physically distance students from each other. Where that is not possible, plexiglass dividers will be used as a safety barrier.

Will the school offer transportation services?

CA will continue morning and afternoon bus service for an extra fee. Temperature checks will be taken by the bus driver before a student is allowed to enter the bus/cruiser. While riding the bus/cruiser, family members may be seated in close proximity to one another. Student bus riders should skip a seat/row when possible. Masks may be needed for the bus ride if we are close to capacity. The bus and cruiser will be disinfected after each am and pm route.

Will the schedule be altered?

CA will continue to provide a full, on-campus experience for students. Lower School students will not experience a shortened day. Intermediate and Upper School students will be dismissed after 6th period at 2:15. This will provide additional time to disinfect our classrooms. Intermediate and Upper School students needing to remain on campus to participate in practices or have younger siblings will have the option of an open study hall. Teachers will be available for students who prefer to utilize this last period of the day for homework or extra support. Older students who ride home with Lower School students should plan to stay in study hall until the younger sibling(s) are dismissed for the day.

Will CA offer a remote learning option if my family is not ready to return to on-campus learning?

Our survey revealed that just under 10% of families who responded to the survey are interested in continuing a remote learning experience, either for the first semester or the entire year, even if this program comes at an additional cost. Since our survey was anonymous, if you are a family interested in this model, please contact your divisional Head of School to discuss your particular needs. We will offer a program for you this school year operating parallel to the on-campus learning experience.

What would cause CA to revert to remote learning?

We anticipate the only reason we would revert to remote learning is by government official order or a statistically significant number of COVID-19 cases within our own school community. If we do have a confirmed case and need to shut down for disinfection purposes, our custodial service believes that our closure time would be no more than one or two days per case.

What will lunch look like this year?

Lunch service will be offered by our talented Cougar Cafe staff. Instead of eating in the cafeteria space, lunch and snack orders will be taken each week and will be delivered to Lower School classrooms. Intermediate and Upper School students will have a pick-up process and will eat lunch in their designated classroom spaces or will have 'lunch on the lawn'. Lower School classrooms are also welcome to eat outside, weather permitting.

Will I be able to eat lunch with my child and visit him/her in the classroom?

We love to have parents, grandparents, and friends join us for classroom activities and for lunch service. Unfortunately, we will begin the year with caution and limit visitors to those on official business. Since we feel CA is a family experience, we will work to safely allow classroom daytime visits as soon as possible.

Lessons from Remote Learning 2020

Our Survey:

While the survey results were positive and affirming of the work our teachers did during this shift to remote learning, we did learn from the experience through our own perspectives and the perspectives of our students and their parents.

Communication:

We heard from parents during the school year, and in the parent survey, a need for a streamlined communication system from teachers. Some parents believe we send too many emails. Some say we send too few. Most parents, especially those who have more than one child at CA, are frustrated with different learning platforms and are confused in how to find them. This frustration became even more magnified during our remote learning experience. This summer, Cara Miller, our Director of Technology, has researched a solution we feel will ease that frustration and help teachers be in better communication with students and parents. We will launch a partnership with Schoology this fall. More details will follow in the coming weeks.

Location of the School Nurse:

We are pleased to announce that our nurse's office will move to a larger location this fall. This pandemic has given us an opportunity to evaluate our care for well and sick children during the school day and helped us to realize that we need space dedicated to those students we serve. Our new location will be on Anderson Drive in Shelley Holt's former Pre-K space. Shelley is moving next door, and Sherry Alsup will be moving to the main hallway to be our new kindergarten teacher this fall.

This new nursing space will help isolate students who are sick from students who need a bandaid, cough drop or daily medication dispensing. This space also allows for ease to pick up a sick child and a dedicated entrance and exit for those students.

This fall we will welcome our new nurse, Mrs. Sherita Bussey. More information will follow about Nurse Bussey, but we are so excited to have her join our faculty and staff group this year.

Cleaning Protocols:

We outsource our janitorial services to a third party contractor, The Budd Group. We have leveraged our relationship with this company to ensure we are equipped with adequate cleaning and disinfectant supplies. We will have hand sanitizer in hallways and classrooms. Signage is being added to restrooms, hallways, and common areas about reminders for good hygiene. A daily disinfectant protocol is being added for each classroom, and classrooms will be cleaned at each class change for our Intermediate and Upper School rooms.