



COVID-19 PROTOCOLS 2020-21 School Year

OVERVIEW

Silverleaf believes that school health is a shared responsibility. With an abundance of caution and respect for COVID-19 and its impacts, we will adhere to strict guidelines to help prevent the spread of COVID-19. In support of a healthy community, and in accordance with its Communicable Disease Management Plan, Silverleaf will develop and use appropriate tools to promote behaviors that reduce the spread of COVID-19.

All students, staff, families, volunteers and instructors must acknowledge and adhere to the following protocols related to COVID-19. We will monitor and revise our protocols in accordance with any future guidance from state, local and federal authorities in order to ensure the highest level of care and safety for everyone. The following protocols are in place effective immediately and remain in effect until further notice.

A. MONITORING AND PREVENTION

A1. STAY HOME IF YOU DON'T FEEL WELL and consider consulting a health care professional.

A2. It is the responsibility of all staff, students, family members and instructors to notify the administrator if someone should become ill, develop symptoms consistent with COVID-19 and/or obtain a test for COVID-19—even if the test result is negative.

A3. Silverleaf will provide information and tools regarding behaviors that reduce the spread of COVID-19.

A4. Within the constraints of all confidentiality requirements, Silverleaf will notify families in the event that a member of the Silverleaf community (student, instructor, household member) contracts COVID-19.

A5. The Administrator of Silverleaf School will notify Marion County Public Health Department regarding any confirmed cases of COVID-19 and/or any clusters of illness among students or staff.

A6. Refer to the *Communicable Disease Control Measures – Guidelines for Exclusion* found in the Silverleaf Communicable Disease Management Plan for information on when and how long a person should be excluded from school.

A7. Temperatures of all students and authorized personnel will be taken every two hours in addition to the temperature taken when admitted to the school.

A8. Anyone with a fever or anyone who exhibits symptoms of COVID-19 will be immediately isolated until sent home with an Authorized Person.

A9. Anyone sent home should consult with a licensed health care provider and granted permission to return prior to returning to school.

B. SCHOOL ACCESS

B1. Only authorized personnel and students will be allowed access to the school facility. Family members, vendors and other authorized visitors may enter by appointment only and must comply with all protocols listed herein in order to be granted entry to the school.

All persons entering the facility will have a temperature taken each time they enter (excluding students and staff coming in from class-related activities or recess).

B2. Any person registering a temperature of 99.5 degrees or higher will not be granted admittance to the school.

B3. Any person entering the school must attest to the following COVID screening questions each time the person enters. Any person answering yes to any of these questions will not be granted access to the school.

Since your last day of work/school, or last visit here:

- 1. Have you experienced fever, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion, nausea or vomiting, or diarrhea?*
- 2. Have you or anyone in your household been in close contact with a confirmed case of COVID-19?*
- 3. Have you or anyone in your household been tested for COVID-19?*

C. PICK UP/DROP OFF

C1. Students will not be admitted to the school prior to 8:50 a.m. Check in screening may take longer on some days so some students may not be admitted until after 9 a.m. Families should plan to be available for drop offs until 9:15 a.m. unless prior arrangements are made.

C2. Persons listed on the Authorized Person and Consent Form (herein referred to as Authorized Persons) shall pick-up/drop-off students in accordance with the Student Handbook.

C3. When dropping off/picking up students, Authorized Persons should remain in their vehicles as much as possible and should maintain a distance of at least six feet from others and use a face covering while outside their vehicles during pick-up/drop-off.

C4. Authorized Persons will not enter the building for student drop-off/pick-up.

C5. Students should wait in line in their cars until the screening station is clear of the person in front of them. When this is not possible, students will wait a minimum of six (6) feet from all other persons and from the screening checkpoint at the school entrance until it is available.

C6. Staff will log the name of the Authorized Person picking up and dropping off each student each day.



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D. FACE COVERINGS

D1. Face coverings will be worn at all times while inside Silverleaf School, unless an accommodation for a person with a disability or other exemption applies.

D2. Face coverings may be removed in the school only while eating or drinking **AND** only when a distance of six (6) feet can be maintained. Spacing greater than six (6) feet is recommended during mealtimes whenever possible.

D3. Face coverings may be removed during school hours **only** while outside, **only** if directed/allowed by authorized personnel, **and only** if a distance of ten (10) feet can be maintained between all persons.

E. PHYSICAL DISTANCING

E1. A physical distance of six (6) feet between people will be maintained within the school.

E2. Silverleaf will provide visual aids to illustrate traffic flow and appropriate spacing.

E3. There may be times when instructors must be closer to students that 6 feet, though this should be avoided whenever possible.

E4. Students will utilize their own personal workspace for the duration of the school day and will not share work spaces with other students.

E5. Student workspaces will be “parked” only in designated areas within the school that are appropriately spaced and visually marked.

E6. Whenever possible, student workspaces will face the same direction in the classroom.

E7. There will be one person allowed in each restroom (male and female) at one time.

E8. There will be no more than eight (8) students per every one (1) instructor.

E9. Only authorized personnel are allowed to enter the office.

E10. Only authorized personnel are allowed to enter the Book Nook and Equipment Room.

E11. There will be no body-contact sports or activities.

E12. A capacity has been established for each room of the school based on the Oregon requirement of 35 square feet per person. Capacities are posted in each room. Students and all personnel are to comply with these posted capacities at all times.

F. PERSONAL ITEMS

- F1. Any personal items brought to school should be cleaned and sanitized prior to entering the school facility.
- F2. School supplies are provided by Silverleaf, however, students may elect to bring their own school supplies or electronics from home as long as the storage and use of these items comply with these written protocols and all applicable Silverleaf policies and procedures.
- F3. All student personal belongings will be kept in their designated storage space.
- F4. Silverleaf will provide designated spaces for all students and personnel to safely and cleanly store their personal items and school-related supplies.
- F5. Students will not bring unnecessary personal items from home and will not share or trade personal items at school (i.e. trading cards, drawings, books, toys, electronic devices, etc.).
- F6. All instructor personal belongings will be kept in their designated space within the office.
- F7. Students may bring their bicycles/scooters to school for use during recess in accordance with the student handbook. Students need to provide their own locking device as these items will be stored outside of the school at all times.

G. SCHOOL SUPPLIES AND EQUIPMENT

- G1. Students will be issued school supplies to be stored in individual desks and storage areas designated for each student. These include pens, pencils, erasers, textbooks, notebooks, glue, rulers, lapboards/whiteboards, and scissors.
- G2. All other supplies and equipment (i.e. art supplies, makerspace items, project supplies, library books, etc.) will be issued individually to students by authorized personnel.
- G3. Recess and sports equipment will be issued individually and cleaned/sanitized between uses. Students will not share equipment/supplies in the course of activities (i.e. students will not play catch).

H. SANITATION

- H1. High-touch surfaces will be cleaned and disinfected frequently throughout the school day.
- H2. The school will be thoroughly cleaned and disinfected between school days.
- H3. Products that are effective against a range of organisms and viruses, including the coronavirus that causes COVID-19, will be utilized.

H4. Hand Sanitizer will be made available throughout the school.

H5. All persons will clean or sanitize their hands upon entering the school each time, including after outside class-related activities and recesses.

H6. Any equipment that may be shared, including computers, calculators, microscopes, dictionaries, pencil sharpeners, and recess items and PE equipment will be cleaned and sanitized after each use.

H7. All persons will wash/sanitize their hands after transferring a shared item from one person to another.

H8. All persons will sanitize their hands prior to entering and upon exiting the restroom. In addition, each person will wash hands in the restroom after use.

H9. Restrooms will be sanitized frequently throughout the school day and thoroughly cleaned and disinfected between school days.

H10. Silverleaf will provide visual aids throughout the school and restroom facilities regarding the importance of handwashing/sanitation as well as proper handwashing techniques.

H11. Students and staff will wash/sanitize hands prior to and after eating, and at other times frequently throughout the school day.

H12. Students are encouraged to bring sanitation items for person use, including hand sanitizer and/or disinfecting wipes. Any personal sanitation items must be used in accordance with all other COVID protocols and may not be shared with others at any time.

I. FOOD AND DRINK

I1. There will be no shared refrigerator provided for food storage.

I2. There will be no shared microwave provided for heating food.

I3. There will be no sharing of food items, utensils, or drinking fountains/water refill stations.

I4. Staff and students will bring enough water each day. In the event water is needed, authorized personnel may refill a water container in the office. The dispenser will be sanitized between each use.

I5. Face coverings may be removed only while eating or drinking **AND** only when a distance of six (6) feet can be maintained.

J. VENTILATION

J1. Windows will be open for the duration of the school day.



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K. EXCLUSION/CLOSURE OBLIGATIONS

K1. In the event that exclusions from school and/or school closures become necessary due to the spread of COVID-19, Silverleaf will make every effort to provide robust distance learning opportunities to students that do not overly burden parents and families.

K2. Closures due to the spread of COVID-19 do not relieve students from their participation in distance learning assignments, activities and classes. Attendance is required as part of their satisfactory performance and enrollment at Silverleaf School, in accordance with the terms of the enrollment agreement.

K3. Exclusions or closures due to the spread of COVID-19 do not relieve families of the obligation to fulfill the terms of their enrollment contracts; however, should a family experience a substantial change of circumstances, the school recommends contacting the administrator.

K4. Exclusions or closures due to the spread of COVID-19 do not relieve employees of their obligations to fulfill the terms of their employment contracts.

Student or Employee Name:		
I have read and understand the COVID-19 protocols in their entirety. I have been given an opportunity to ask questions regarding these protocols. By signing, I agree to comply with the precautions and provisions expressed in these protocols. I understand that these protocols may be updated, with or without notice, at the sole discretion of Silverleaf School.		
Print Name	Signature	Date