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### **Safe Return to School Plan**

*This plan was developed with input from Hope Academy administration, teachers, parents, board members, and medical personnel. Hope Academy will determine which level is appropriate at any given time throughout the school year. Parents will be notified as soon as possible that a level may change. This plan is fluid, and we will adjust as necessary based on recommendations of the local and national agencies.*

**Level 1:** School will proceed as normally scheduled. Classes will be limited to 18 students in grades K-1, and 16 students in grades 2-8. Preschool class limits will be based on MDH guidelines for daycares. Students, parents, and teachers will be able to move about campus at appropriate times.

**Additional Precautions:** All employees, parents, and students who enter the building will wash or sanitize their hands immediately. Commonly shared hard surfaces such as tables, desks, doorknobs, etc. will be cleaned multiple times a day. Students will not share school supplies or food.

**Extended Care:** Normal procedures for extended care.

**Level 2:** Classroom Quarantine- All interaction will be limited to students within each class. Students and the teacher will be limited to movement only within their classroom. There is a bathroom in each classroom, so the students and teacher will use that bathroom. Students will eat lunch in their classroom. Each class will have two, scheduled 30-minute breaks per day to play outside weather permitting. Only the students in the class will play with one another, and outside toys and equipment will only be assigned by class. No visitors will be allowed on campus. No large gatherings, such as fundraisers, Student Showcases, etc. will be held. Enrichment teachers (art, music, Spanish, and German) will provide virtual instruction, or they will provide instruction at an appropriate distance with a face shield. Monthly Showcases may be held but will be limited to one grade level performing, and the performance will be livestreamed or recorded for the student body and families to view.

**Additional Precautions:** All employees and students will be screened for symptoms and temperature-checked before entering the building each morning. They will also use sanitizer before entering the building and be required to wash their hands upon entry into the classroom. All students must have their hair pulled back away from their face to minimize touches to their face. School supplies nor food will be shared. Catered lunches will not be available. The library, cafeteria, hallways, and hall bathrooms are off limits to students, except when moving from class to outdoors. Commonly shared surfaces such as tables, desks, doorknobs, etc. will be cleaned multiple times per day. Students or employees who exhibit any symptoms will be sent home and may not return until established guidelines are met. CDC guidelines will be followed to determine when a student or teacher may return to the building. This may include a 14-day quarantine and/or proof of wellness from a doctor.

**Extended Care:** Extended care will be divided into grade level groups. Preschool students will be in the preschool building and K-8 students will be in the cafeteria. Space will be limited and based on first-come, first served. Students in extended care will maintain social distancing requirements.

**Level 3:** All students in Kindergarten through 8<sup>th</sup> grade will remain on campus, but they will be divided into 2 smaller groups of 10 or less in each group (unless class size is already  $\leq 10$ ) *OR they will be in a space such as the library or cafeteria where we can ensure that they are seated 6 feet apart from each other.*

Groups that are split in two will meet in an adjacent room. Each pair of classrooms in our building have a shared interior door, so in many cases the students can be split between those two classrooms. Each of the small groups will have a designated space (classroom) to learn, a designated space to use the restroom that is unique to their small group, and two, scheduled 30-minute outdoor times. These spaces and times will only be used by the small group, and outside equipment and toys will not be shared between groups. Lunch will be in the classroom. Enrichment teachers (art, music, PE) will assist in supervising classes that do not have an assistant. The teacher will alternate her days with each group, while a teacher assistant (TA) or enrichment teacher (ET) supervises the other group while the students complete assigned work, thus creating an A/B schedule.

***Students will be dismissed at 2:00pm, so that the last hour of the day teachers can plan and clean in preparation for the next day.***

*Example:* Grade 5 has 14 students. This group will be divided into 5A and 5B with 7 students in each group. 5A will meet in room 5 and 5B will meet in the adjoining classroom, room 6. Group 5A will meet with the teacher on A days and complete work under the supervision of a TA or ET on B days. Group 5B will meet with the teacher on B days and complete work under the supervision of a TA or ET on A days.

The days will alternate continuously, so there will be no set schedule for A days and B days, they will just be every other day on a rotating basis. Keep in mind, that all the students are still on campus.

*Another Example:* Grade 5 has 14 students. This group will be divided into 5A and 5B with 7 students in each group. 5A will meet in room 5 and 5B will meet in the adjoining classroom, room 6. Group 5A will meet with the teacher in the mornings and complete work under the supervision of a TA or ET in the afternoons. Group 5B will meet with the teacher in the afternoons and complete work under the supervision of a TA or ET in the mornings. The teacher, TA, and/or ET will thoroughly wash up before switching classrooms.

**Additional Precautions:** All other previous precautions will be in place. Students may wear masks if parents prefer, but they are not required to do so. *Teachers will be required to wear masks or shields in the classroom, except when they can maintain a safe distance from the students. All adults will be required to wear masks indoors and masks are required outdoors if social distancing is not possible.*

**Extended Care:** Extended care hours will be limited to students who pre-register. A very small number of K-8 students will be able to attend extended care. Preschool students will be able to attend extended care as they normally would. Students in grades K-8 will have to wear a mask during extended care hours because grades/groups will be mixed.

**Level 4:** Students will not be allowed on campus. All learning will be shifted to distance learning with daily teacher support. Learning will be a combination of live and recorded lessons with guided, modeled, and independent work. Independent work will be graded. Students who need additional support during this time will have scheduled 1:1 Google meets with their teacher(s). Students will be provided Chromebooks in grades 1-8 to facilitate a continuation of learning.