

**Pandemic Protocols and Procedures for  
In-person Instruction  
for  
Logos Academy Harrisburg  
251 Verbeke St.  
Harrisburg, PA  
17102**

**2020-2021**

***These protocols are subject to change.***

**Pandemic Team Coordinator-** Liz Barna, Principal/Asst. Head of School

**Pandemic Procedures Coordinator-** Jason Weeber, Operations Coordinator

**Pandemic Communications-** Melissa Hanna, Exec. Staff Support/Comm. Coordinator

# LAH Program Pandemic Protocols

## Daily Procedures:

1. Parents/guardians and children will remain in their cars for drop-off.
2. Families will remain in their cars for health screening. Temperature will be taken before the parent/guardian leaves. No staff member or student may enter the building if fever reads 100.4 degrees or higher.
3. Parents/Guardians will verbally certify that there has been no exposure to Covid-19 to child or family.
4. Families will be trained on self-checks and will report any new symptoms to LAH.
5. LAH will implement flexible pandemic attendance and sick-leave policies and plan for coverage by cross-training staff.
6. Children will bring a backpack, water bottle and mask. Two masks will be provided.
7. Arrival and drop-off times will be staggered to allow for social distancing.
8. Children who are walking will be picked up at the alcove door. Those riding the bus, or being picked up by car will be dismissed through the Social Hall door.

## Classroom Procedures:

1. Children will be spaced six feet apart and will be allowed to lower masks while sitting at their desks for classwork and snacks. (Please practice having children opening their own snack containers!)
2. Children will wear masks for group work.
3. Children will wash hands with soap and water roughly every 30 minutes and/or during natural transition times and will use hand sanitizer in between, in case of sneezes or coughs.
4. Classrooms-including desks, chairs, and manipulatives-will be cleaned and sanitized daily.
5. All staff are required to wear facial masks. Parents/guardians are asked to inform their child that the teachers are wearing face coverings and will look different, as parents do.
6. Pre-K and kindergarten are limited to 12 students maximum enrollment and 1st grade and 2nd grade are limited to 15 students maximum enrollment. Total enrollment will not exceed 54.
7. Students will have individual school supplies and manipulatives, and art supplies will be shared amongst groups of four students.

### **When Students or Staff are Sick:**

1. If a student develops a fever while at school, the child's parent will be called for immediate pick-up. The student will be moved with a teacher's aide to an isolation room away from others to wait for their parent/guardian's arrival.
2. Teachers are to inform the school if they are sick and to stay home as needed. If an employee develops a fever while at work at LAH, they will immediately leave for home.
3. If a child is sent home with a fever, the parents/guardians must provide a doctor's note stating that the child is well enough to return to school.
4. The Principal/Asst. Head of School will advise any sick staff members or students not to return until they have met CDC criteria to discontinue home isolation.
5. ANY confirmed case of Covid-19 will result in a 14 day closure of school. Any suspected case may result in school closure for cleaning, disinfecting and sanitizing for two-five days. Classes will continue online for that duration.
6. In the case of a suspected Covid-19 case, LAH administration and staff will maintain staff and student confidentiality consistent with federal and state laws and the ADA.

### **Training:**

Staff will be trained on current Covid-19 protocols following guidelines, as published by the CDC and the PA Department of Education.

Training is currently scheduled for the week of August 17-21, 2020.

The Penn State Community Health and staff of the Lion Clinic will also be providing training for both staff and families.

### **Increased Protocols for Cleaning, Sanitizing, and Disinfecting Surfaces and Toys:**

1. Staff will implement an enhanced and expanded cleaning and disinfecting schedule at LAH, especially high-touch areas.
2. Daily cleaning of surfaces and toys will physically remove dirt and sticky debris by washing with soap and water or sanitizing wipes.

3. Daily disinfectant will be used to kill germs on hard porous surfaces and high-touch areas, such as desks, chairs, tables, toys, door and cabinet handles, bathroom toilets, and sinks

### **Handwashing Procedures:**

1. Hand-washing stations have been added to each classroom to allow children to wash their hands much more frequently throughout the day.

2. Hands will always be washed with soap and water if hands are visibly dirty.

3. Teachers will monitor handwashing and will encourage children to frequently and correctly wash their hands.

4. Teachers will supervise young children when they use hand sanitizer to prevent swallowing of alcohol.

5. In order to support healthy hygiene behaviors, staff will maintain adequate supplies, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, tissues, and no-touch trash cans.

6. Signage will be added to reinforce proper handwashing.

### **Safety Protocols:**

1. Only LAH staff and children will enter the building. Parents/guardians will be asked to wait outside the Social Hall. All meetings with LAH staff will be held in the Social Hall or an alternate location.

2. All class sizes are limited to allow for social distancing, including for teachers.

3. Children will remain in the same classroom and teachers will move from room to room for specials, such as art, music, etc. PE will be held outside, weather permitting.

4. Classroom materials will be limited to a group of students to limit exposure. Students will have their own bins of supplies and no more than four students will share supplies, like those used for art. Materials/toys will be sanitized after each use.

5. Students may not bring toys or school supplies from home.
6. Chairs, tables, desks, and materials will be set apart to allow for six feet of social distancing, as much as possible. Pods of up to four children will be grouped together.
7. Meals will continue to be served individually. Meals will be served in the classroom; no meals will be served in the Social Hall.
8. LAH will temporarily suspend classes if recommended by the Governor or local health officials.
9. If classes are suspended and/or the school is closed, LAH staff will work with kindergarten through 2nd-grade families to facilitate and/or distribute technology to maintain the continuity of education during the closure. Online platforms, such as Seesaw and Zoom, will be used in case of closure. Teachers will work closely with families by providing worksheets, school books, and supplies to continue classwork.
10. HEPA air purifiers have been added to each classroom. These purifiers clean the air of bacteria, molds, and allergens.
11. New air-conditioning units have been added to each room.
12. LAH will maintain active communication with families as circumstances change.