

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

2021-2022

These protocols are subject to change.

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

Pandemic Communications- Melissa Hanna, Director of Communication/HR
Coordinator

LAH Program Pandemic Protocols

Daily Procedures:

1. Parents/guardians and students will remain in their cars for drop-off.
2. Families will remain in their cars for health screening. Temperatures will be taken before the parent/guardian leaves. No staff member or student may enter the building if their fever reads 100.4 degrees or higher.
3. Parents/guardians will verbally certify that there has been no exposure to COVID-19 to the student or family.
4. Students will bring a backpack (Logos Academy Harrisburg is partnering with Altrusa to provide backpacks,) a yellow student folder, a water bottle, and a mask every day. Two masks will be provided.
5. All students--those riding the bus or being picked up by car--will be dismissed through the Social Hall door.

Classroom Procedures:

1. Students will be spaced three feet apart and will be allowed to lower masks during snack time. (Please practice having children open their own snack containers.)
2. Students will wear masks for group work.
3. Students will clean hands during natural transition times and use hand sanitizer in case of sneezes or coughs.
4. Classrooms--including desks, chairs, and manipulatives--will be cleaned and sanitized daily.
5. Staff members are required to wear face coverings. Parents/guardians are asked to inform their students that the teachers are wearing face coverings and will look different, as parents do.
6. Students will have individual school supplies and manipulatives.

When Students or Staff are Sick:

1. A LAH administrator will call the student's parent for immediate pick-up if a student develops a fever while at school. The student will be relocated, with a teacher's aide, 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 student is sent home with a fever, the parent/guardian must provide a doctor's note stating that the student 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 the school. Any suspected case may result in school closure for cleaning, disinfecting, and sanitizing for two to five days. Classes will continue online for that duration.
6. ANY faculty or staff member who has been exposed to someone with suspected or confirmed COVID-19 will need to quarantine for 10 days. The CDC defines close contact as "anyone who was within six feet of an infected person for a total of 15 minutes or more over a 24-hour period." (For example, three individual 5-minute exposures, for a total of 15 minutes.)
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 receive an overview of current COVID-19 protocols, following guidelines published by the CDC and the PA Department of Education.

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

1. Staff will continue cleaning and disinfecting 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. The use of 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. Teachers will monitor handwashing and will encourage students to frequently and correctly wash their hands.
2. Teachers will supervise young students when they use hand sanitizer to prevent swallowing of alcohol.
3. 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.
4. Signage will be added to reinforce proper handwashing.

Safety Protocols:

1. Students 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.
2. Classroom materials will be limited to a group of students to limit exposure. Students will have their own bins of supplies.
3. Students may not bring toys or school supplies from home.
4. Chairs, tables, desks, and materials will be set apart to allow for three feet of social distancing, *as much as possible*. Pods of up to four students will be grouped together.
5. Meals will continue to be served individually. Meals will be served in the classroom; no meals will be served in the Social Hall.
6. LAH will temporarily suspend classes if recommended by the governor or local health officials.
7. If classes are suspended and/or the school is closed, LAH staff will work with kindergarten through 3rd-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.

8. HEPA air purifiers have been added to each classroom. These purifiers clean the air of bacteria, molds, and allergens.

9. New air-conditioning units have been added to each room.

10. LAH will maintain active communication with families as circumstances change.