



Charlotte Preparatory School Return to School Plan

In Response to COVID-19

2020-2021

IN RESPONSE to COVID-19

Welcome Back Communication	3
Reopening Strategies	
a. Reopening Plan for Summer	4
b. Reopening Plan for August	4
i. All Students Return to School with Enhanced Safety Measures	4
Personal Protective Measures (face coverings, gloves, front door screening, etc.)	4
Health Protocols	6
Required Paperwork for Employees, Students and Visitors	7
Social Distancing will be Maximized	7
Limited Contact outside of School Staff	8
Limited Sharing	8
Minimizing Group Sizes	9
Physical Education and Athletics	10
Travel and Transportation	11
Cleaning Protocols	11
Social-Emotional Support	12
Professional Development	12
Plan for resurgence	12
COVID-19 FACTS	14
Documents	
a. Charlotte Preparatory School Visitor Self-Screening Form	15
b. COVID-19 WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT	16
c. COVID-19 Daily Checklist	17





Welcome Back!

We cannot wait to get back to school so we can see all of you. We want to thank you for doing a good job with e-Learning and staying the course in this ever-changing time. You are appreciated and valued. We hope you have remained safe and well during this time of uncertainty.

Our staff has continued to work over the summer to develop a plan that will be safe so we can reopen on time. We will continually review and assess the guidelines provided by Governor Ron DeSantis and the CDC, as well as work with our local DOH, to assess how to safely welcome students & staff back to school for the 2020-21 school year.

In an effort to keep our staff, students, and community members as up to date as possible, we have created this document to represent ongoing thoughts, conversations, questions, and possible courses of action. We will update these documents as the planning process evolves. Please check back often, as this information will likely change with any new federal and state guidelines that are issued.

In this document you will find our soft reopening plans for the summer, August reopening safety measures and resources that may help your family. Please read this plan and let us know if you have any questions.

Peggy A. Fear & Katie Forbes

Reopening Plan for the Summer

To protect our students and staff and to make sure we can open in August, we have planned a SOFT reopening. Beginning June 9th, our 4th-8th graders will have virtual math camps. Beginning June 22nd Charlotte Prep students will be allowed on campus. We will begin with outside athletic camps. Camps that will be primarily inside will begin the week of July 6th with enhanced safety measures. Since there are limited spots, only CP students will be allowed to attend. Please read below to learn about our enhanced safety measures.

Reopening Plan for August

All Students Return to School with Enhanced Safety Measures

We plan to reopen on August 10, 2020 with the same daily start and dismissal times. Morning care will be available to parents. After care is limited and registration is required. Athletics and after school clubs will be resumed permitting CDC and Florida Athletic Association guidelines. As an alternative, CP e-Learning will be available. For those interested in e-learning, registration will be required. The following enhanced safety measures will be in effect:

1. Personal Protective Measures

Masks/Cloth Face Coverings: All employees and students will need to wear masks when they are moving around within the school and unable to stay 6 feet away from others. While students and employees are in the classroom, since their desks are spread apart properly, they can wear, lower, or take off their masks. Students and employees will not be required to wear a mask outdoors.

We understand that preprimary students will have a more difficult time with a mask. Our staff is prepared for that situation. In addition, our staff is creating appropriate small group instruction, practices and protocols to help those students.

Various types of masks will be acceptable. It is our experience that students do best wearing gaiter/buffs. Gaiter/buffs make it easier to pull up and down. Face coverings should be washed or disposed of daily.



Plastic face shields for teachers of speech/language and small group instruction will be used. Also, our teachers will use face shields in order to make certain lessons more effective such as phonics.



Throughout the year, our mask protocol may change based upon input from local and state officials.

Gloves: The wearing of gloves will not be a requirement for employees or students; however, employees will continue to wear gloves while handling food or assisting a child that is sick. Touching your face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

Front Door Screening for Staff and Students: Upon arrival, temperature checks will be required. For the protection of our employees and other families, your child must wear a face covering at the screening. The parent will not be allowed to leave the parking lot until this is completed. Even though we are set up to have six screening checkpoints, we are not sure how long this will take. Not being rushed will be the key to our success. If measured temperature is greater than or equal to 100.3 degrees, the child will be sent home with the parent. Once the individual is permitted in the building, the child will be required to use hand sanitizer or proper hand washing. In addition, a set of questions will be asked. Those questions may include: Do you have a cough or shortness of breath? Have you had close contact with anyone diagnosed with COVID-19? Have you traveled?

Screening During the Day for Staff and Students: Temperatures will be taken during the day for anyone exhibiting signs of illness. Use of taking fever reducing medication in order to come to school will not be tolerated.

Any child running a fever will be required to wear a face covering, wear gloves and will be kept away from others. Parents will be responsible to pick up their child immediately.

Actions Expected by All: It is imperative that you stay home when you are sick (Attendance Awards have been eliminated for the 2020-21 school year).

COVID-19 symptoms include: cough, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.3 degrees Fahrenheit, and known close contact with a person who is lab confirmed to have COVID-19.

- It is imperative that you keep your child at home if they had close contact with someone positive for COVID-19 (see **GUIDANCE IF EXPOSED TO Covid-19** in this document).
- It is imperative that you keep your child at home if it is suspected that a family member has symptoms of COVID-19.
- It is imperative that you update contact information and have plans to pick up children immediately if ill. If you are out of town, you must have a backup person who can pick up your child.

Communication Expected by All: All Charlotte Preparatory School Employees and Students will be required to inform the administration of trips taken, any recent illness and any important contact with COVID-19.

Preventive Supplies: Each year our families help us with supplies. Preventative supplies will be kept in each classroom, educational space and common area within a school building, including:

-Masks, gloves, soap, sanitizer, tissues, etc.

- Students will be allowed to bring their own hand sanitizers, keep it at their desk and use it when needed.

Visitor Self-Screening Form: Once visitors are allowed in the building, they must complete the self-screening form and have a temperature check.

In addition to using PPE, employees and students will be reminded to:

- Wash your hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water are not available. In addition, there will be a hand washing schedule for each class.
- Avoid touching your eyes, nose, and mouth.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow

2. Health Protocols

If an employee or student becomes ill on campus:

- The person who is sick will be told to wear the face covering and will be given gloves.
- The staff and others attending to the suspected infected person, should also wear a protective face covering and gloves while working with the suspected infected person.
- The front desk administrator will direct the ill employee to leave work immediately or call the parent of the student to be picked up and go home immediately.
- The office area/work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- If the employee or student is infected with COVID-19, the health department will be contacted. At that time, the head of school under the direction of the health department will identify persons who may have come in contact with the infected person.

Diagnosed with COVID-19: You may return to school when all 3 criteria are met:

1. At least 3 days (72 hours) have passed since recovery (no fever without the use of fever-reducing medications); and
2. You have improved in respiratory symptoms (cough, shortness of breath, etc); and
3. At least 14 days have passed since symptoms first occurred.

A doctor's slip will be required upon return.

If you have symptoms that could be COVID-19 and do not get evaluated by a medical professional or tested for COVID-19, it is assumed that you have COVID-19 and may not return to school until the three criteria listed above have been met.

Returning to school after other Fever Related Illnesses: -All other fever related illness remains the same. Students may return after 24 hours of fever free without the use of fever reducing medication.

GUIDANCE IF EXPOSED/SUSPECTED EXPOSURE to COVID-19: While we all hope to avoid exposure to illness from COVID-19, we need to be prepared for that possibility. If you or someone you have been in contact with has been exposed or suspect exposure to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers should have the most up-to-date information from the CDC.

Please do the following:

1. Quarantine yourself in a specific room away from others in your home
2. Contact the following (in order of priority), let them know you have been exposed to COVID-19, then follow their instructions.
 1. Your healthcare provider or in case of an emergency, call 911
 2. Charlotte Preparatory School

e-Learning will be implemented when students are quarantined.

3. Required Paperwork for Employees, Visitors and Students

- Waiver Form
- All Charlotte Preparatory School Essential and Non-Essential Visitors will be required to complete the Visitor Self-Screening Form.
- COVID-19 Daily Checklist will be completed every morning. This checklist will be repeated for students staying for after school athletics, clubs or aftercare.

4. Social Distancing will be Maximized

Social distancing is an effective way to prevent potential infection.

- Charlotte Prep classrooms have been set up to allow for greater distance (6ft.) between student workstations. Social distancing will not change the creative flow of the Montessori classroom. In fact, students can continue to observe and learn from others while staying safe. Instead of cloth work mats, we have washable mats that can be disinfected.



- At the beginning of the year, students will not travel from classroom to classroom. Teachers will travel to the student. This practice will be reevaluated frequently. Teachers entering each classroom will use hand sanitizer or wash hands.
- Specials: Students will have the benefit of special programming such as art, music, physical education, technology and multicultural education with their assigned classroom. However, during physical education, we will limit activities that require close contact as much as possible and begin the year with skill building, aerobics, agility training, and physical fitness training. At the present time, our teachers are planning creative ways to keep the day as normal as possible (recess noodle tag).



- Small group instruction: When 6ft of social distancing is not possible, staff and students will be required to wear face coverings or face shields. We understand that preprimary students will have a more difficult time with a face covering. At present, our staff is creating appropriate small group instruction to help those students.
- Hallway patterns and locker times: one-way patterns and scheduled times may be in effect for class transitions such as going to PE, restroom, etc.
- Outdoor classroom opportunities will be utilized whenever possible.

5. Limited contact outside of school staff

Visitation on campus will look different this year. Only Charlotte Prep staff and students will be allowed in the building. This will be reevaluated as changes occur.

- Essential visitors (parents/guardians) will not be allowed in the school; however, our staff is discussing ways to keep you informed and a part of the educational process. It is our goal for you to have confidence in our face-to-face teaching.

- Nonessential visitors, volunteers, and activities involving other groups will not be allowed in the school (vendors & guest speakers). We will do our best to have vendors come when students are gone. If that is not possible, vendors will be met at the door, required to follow safety screening and required to wear a face covering while in the building.

6. Limited Sharing

In the classroom:

- Each child's belongings will be separated in lockers, cubbies, desks or plastic pencil boxes.



- 4th graders will not utilize the lockers until further notice.
- High touch materials will be minimized and any shared items will be cleaned and disinfected after each use
- Since we have a textbook for each individual child, we will be using our textbooks like normal. To prevent the spread, book covers will not be allowed.

During Lunch:

- Students will continue to eat lunch on the lanai. To follow CDC guidelines of social distancing and recommended group size, the lunch schedule will be staggered. If group numbers change, we may need to alternate classes eating on the lanai or in the classroom. Students will eat lunch between 11:30-12:30.
- Students will be spaced apart as much as possible.
- We will continue to use food vendors to complement our lunch program.
- We will follow cleaning protocols after each lunch period seating.

During Recess:

- Students will continue having recess. Students will sanitize hands when they go out and come in from recess. There will be hand sanitizer outside for students who want to use it.
- Playground equipment such as handles/bars will be on a daily cleaning schedule.

7. Minimizing Group Sizes

- To minimize group sizes on the lanai and during outdoor activities we will have a staggered schedule.
- To minimize group sizes, we will need to reschedule some of our events on our school calendar. Donuts with Dad and Muffins with Mom will be rescheduled for a later date so we can accomplish this in person. If an event can not be rescheduled, we will think of other ways to get that event accomplished in a creative way.

- To minimize group sizes, we have optimized every space in our school. Some classes may be relocated to a larger room. Some classes may need to be reduced in size due to medically susceptible families or growing concerns of the virus.



8. PE & Athletics

- Dressing for PE: All students need to come fully dressed for PE on their designated day. After PE class, students will be given the option to change.
- Coaches will remind/require athletes and physical education students to take home and wash athletic clothing on a daily basis. No student athlete will be permitted to practice/play in the same outfit on back to back days without proper washing of their athletic gear.
- Athletics will be resumed permitting CDC and Florida Athletic Association guidelines.
- Charlotte Prep will discontinue athletic practice and game travel until further notice.
- Once athletics resume the number of spectators allowed into athletic events will be determined by guidelines established by the FHSAA/CDC/DOH. Guidelines may change depending on the sport and athletic venue. The possibility of eliminating spectators altogether may be necessary under certain circumstances.
- Coaches are responsible for the daily health screening of student athletes, including filling out the daily checklist. At the beginning of each practice or game, coaches will do temperature checks and verbally ask their athletes if anyone is feeling sick which includes having symptoms such as a fever, coughing or difficulty breathing. Students reporting any health issues will be required to wear their protective face covering and will be referred to the athletic director. This screening is in addition to the morning screening.
- Safety Rules for Players
 - Players should be mindful of social distancing. Players should not conjugate in huddles on or off the field. No high-fiving or shaking of hands.
 - No shared equipment recommended if possible. Proper hygiene and equipment disinfecting is required when equipment **must** be shared.
 - Personal athletic items such as clothing bags, must be spaced out away from other personal items.

-Players should not share water bottles or food. All water bottles **must** be labeled with the student's name. Water bottles should be taken home daily for cleaning.

- **Safety Rules for Parents**

-Parents should be mindful of social distancing. Parents should not congregate on the bleachers or around the field. Please spread out.

-Do not come onto the field or near player "waiting areas."

-Please help us by reinforcing these policies with your child.

-All conversations with the coaches should either be planned or should follow social distancing guidelines.

-Parents must adhere to all guidelines while attending athletic events including the signed COVID-19 WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT.

9. Travel and Transportation

- Charlotte Prep will follow travel guidelines (domestic, international, airplane, cruise ship and areas of substantial community spread) set forth by the FDOH. If the FDOH has not set guidelines for where you are traveling, CP has the right to ask you to quarantine for a certain amount of days or wear a mask for 14 days while at school. If you are asked to quarantine, e-Learning will be available to you. It is the responsibility of the parent to tell the school when and where the family is traveling.

- Charlotte Prep will discontinue field trips, athletic travel and teacher professional development travel until further review.

- Our teachers are creatively planning virtual trips and activities for our students.

- Once transportation is allowed, van drivers or custodian must disinfect the van prior to boarding.

10. Cleaning Protocols

- A new custodial staff member has been hired to better accommodate cleaning and disinfecting needs during the day. A major part of our new custodian will be to disinfect frequently touched surfaces and objects such as tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets and sinks, and touch screens.

- A cleaning plan and schedule of all areas and surfaces will be implemented. Frequently touched surfaces will be covered in this plan.

- Cleaning will be done between every small group or one-on-one session with students.

- Shared materials will be cleaned after each use.

- Teachers will have disinfectant supplies available in each classroom.

- Ventilation systems have been checked and operate properly. Filters have been changed and for the next year will be done every two months. At the beginning of each year and over winter break, our duct work will be professionally sanitized.

Every classroom has a HEPA Filter Air Purifier.

- Water systems and water drinking stations have been checked and are safe to use after prolonged facility shutdown. Our fountains have attached a water bottle filling station that are no touch, sanitized and safe to use. The traditional water fountain will be closed. Water bottles should be taken home daily for washing.



- Extra furniture, cloth furniture and rugs have been removed to eliminate the spread. Plastic and easily cleaned surfaces have been added.
- In addition to our cleaning staff, employees and students are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces.

11. Social-Emotional Support

- Conduct community meetings with our students to discuss closure of the 19-20 school year.
- Conduct community meetings with our students to help children with social-emotional support.
- Provide times for students to socialize during the school day.
- In the middle school, provide times for students to move since they are not changing classes.

12. Professional Development

- Our staff has been meeting throughout the summer to plan and prepare for opening school and safety measures.
- Our upper school and middle school staff have been learning Google Classroom.
- Staff travel to conferences and workshops will be discontinued until further notice unless pre-approved by the office of the head of school. We will continue to encourage virtual professional development for our teachers.

13. Plan for a resurgence

If we have a COVID-19 resurgence, we are prepared to implement one of the plans below:

- Implement “**All students continue to stay at school with more restrictive safety measures.**” This could mean lower student teacher ratio classrooms and lower number of students in a certain area. Morning care, after care, athletics and after school programs could be cancelled for a period of time. Face coverings may be required for all.

- Implement our Blended Education Plan. Blended Learning is a combination of “At School Learning” with “e-Learning.” For example, students would come to school 3-4 days a week and do e-learning the other days. By being at school for part of the week, e-Learning would be easier for the family. Charlotte Prep would assess technology needs.
- Implement our Intermittent Shutdown Plan. An intermittent shutdown means shutting down the school for a period of time. The period of time could be less than five days or longer. During that time, we would do e-Learning. During school shutdowns, extracurricular group activities, school-based afterschool programs, and large events (e.g., assemblies, spirit nights, field trips, and sporting events) will be cancelled.

COVID-19 FACTS

What is COVID-19?

- COVID-19 is the short name for “SARS-CoV-2 and coronavirus disease 2019.” It is a new virus. Doctors and scientists are still learning about it.
- Recently, this virus has made a lot of people sick. Scientists and doctors think that most people will be ok, especially kids, but some people might get pretty sick.
- Doctors and health experts are working hard to help people stay healthy.

What can I do so that I don’t get COVID-19?

- You can practice healthy habits at home, school, and play to help protect against the spread of COVID-19:
 - Cough or sneeze into a tissue or your elbow. If you sneeze or cough into a tissue, throw it in the trash right away.
 - Keep your hands out of your mouth, nose, and eyes. This will help keep germs out of your body.
 - Wash your hands with soap and water for at least 20 seconds. Follow these five steps—wet, lather (make bubbles), scrub (rub together), rinse and dry. You can sing the “Happy Birthday” song twice.
 - If you don’t have soap and water, have an adult help you use a special hand cleaner.
 - Keep things clean. Older children can help adults at home and school clean the things we touch the most, like desks, doorknobs, light switches, and remote controls. (Note for adults: you can find more information about cleaning and disinfecting on [CDC’s website](#).)
 - If you feel sick, stay home. Just like you don’t want to get other people’s germs in your body, other people don’t want to get your germs either.

What happens if you get sick with COVID-19?

- COVID-19 can look different in different people. For many people, being sick with COVID-19 would be a little bit like having the flu. People can get a fever, cough, or have a hard time taking deep breaths. Most people who have gotten COVID-19 have not gotten very sick. Only a small group of people who get it have had more serious problems. From what doctors have seen so far, most children don’t seem to get very sick. While a lot of adults get sick, most adults get better.
- If you do get sick, it doesn’t mean you have COVID-19. People can get sick from all kinds of germs. What’s important to remember is that if you do get sick, the adults at home and school will help get you any help that you need.
- If you suspect your child may have COVID-19, call the healthcare facility to let them know before you bring your child in to see them.

Charlotte Preparatory School Visitor Self-Screening Form

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, you are required to fill out this questionnaire.

In the past 24 hours have you had a:

- | | |
|---|------------------------------------|
| _____ Cough | _____ Repeated shaking with chills |
| _____ Shortness of breath or difficulty breathing | _____ Muscle Pain |
| _____ Headache | _____ Sore Throat |
| _____ Loss of taste or smell | _____ Diarrhea |
| _____ Known close contact with a person who is lab confirmed to have COVID-19 | |
| _____ Recent travel the past 2 weeks: Where _____ | |
| _____ Measured temperature (if greater than or equal to 100.3 degrees Fahrenheit you will not be permitted) | |

Signature _____ Date: _____

Charlotte Preparatory School Visitor Self-Screening Form

To help prevent the spread of COVID-19 and reduce the potential risk of exposure to our students and employees, you are required to fill out this questionnaire.

In the past 24 hours have you had a:

- | | |
|---|------------------------------------|
| _____ Cough | _____ Repeated shaking with chills |
| _____ Shortness of breath or difficulty breathing | _____ Muscle Pain |
| _____ Headache | _____ Sore Throat |
| _____ Loss of taste or smell | _____ Diarrhea |
| _____ Known close contact with a person who is lab confirmed to have COVID-19 | |
| _____ Recent travel the past 2 weeks: Where _____ | |
| _____ Measured temperature (if greater than or equal to 100.3 degrees Fahrenheit you will not be permitted) | |

Signature _____ Date: _____

COVID-19 WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

The risk to have direct or indirect contact with individuals who have been exposed to and/or diagnosed with one or more communicable diseases, including but not limited to COVID-19 or other medical conditions, diseases, or maladies, and/or any mutation or variation thereof does exist and it is impossible to eliminate the risk that I could become infected through contact with or close proximity to an individual with a communicable disease;

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES or others, and assume full responsibility; and,

I willingly agree to comply with the stated and customary terms and conditions for attending the school. If, however, I observe any unusual, significant hazard during my presence or attendance, I will remove myself and bring such hazard to the attention of the nearest official immediately; and,

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS THE Charlotte Preparatory School, its officers, officials, agents and/or employees, other participants, sponsoring agencies, directors, sponsors, advertisers, and, if applicable, owners and lessors of the premises used to conduct an event (collectively, the "Releasees"), WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE. I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

FOR EMPLOYEES OF CHARLOTTE PREPARATORY SCHOOL: This is to certify that I, do consent and agree to all the Releases, and, for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releases from any and all liabilities as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE.

FOR PARENT/GUARDIAN OF PARTICIPANT OF MINORITY AGE: This is to certify that I, as parent/legal guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above of all the Releases, and, for myself, my heirs, assigns and next of kin, I release and agree to indemnify the Releases from any and all liabilities incident to my minor child's involvement or participation in this school its programs as provided above, EVEN IF ARISING FROM THEIR NEGLIGENCE.

In witness whereof, I have signed this waiver and agreement on this _____ day of _____, 2020.

Signature: _____ date _____

Print Name: _____

Name of minor child/children: _____



COVID-19 Daily Checklist (20/21 school year)

Employee Name: _____ Date: _____

Every day, each employee must ensure that he/she has:

1. Reminded students about the importance of personal hygiene which includes: proper washing of hands, wiping down equipment after each use, bringing clothing home on a daily basis to get properly cleaned and emphasized the need for students to remain at home if sick.
2. Completed a daily health screening, which includes a mandatory temperature check, and referred any sick/ill student to the appropriate person.

Log of Students/Employees

Name	Time	Circle Yes/No below								Temp (if higher than 100.3°F	Contact with COVID- 19	Feeling ill?
		Fever		Cough		Sore Throat		Shortness of Breath				
		Y	N	Y	N	Y	N	Y	N			

Name	Time	Circle Yes/No below								Temp (if higher than 100.3°F	Contact with COVID- 19	Feeling ill?
		Fever		Cough		Sore Throat		Shortness of Breath				
		Y	N	Y	N	Y	N	Y	N			

