



HERITAGE
ACADEMY™

COVID-19 Health and Safety Guidelines

Texas

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Health and Safety Priority

At Heritage Academy, we are ready to meet the needs of students through on-campus and remote learning instruction during the 2021-22 school year. We employ full-time and part-time staff to ensure health and safety protocols are in place for our students, staff, and visitors. As we enter the 2021-22 school year, a number of enhanced health and safety protocols have been implemented to help prevent the spread of COVID-19.

Heritage Academy continues to monitor the spread of COVID-19 and we receive regular updates, guidance, and/or directives from Texas Governor Greg Abbott; Texas Education Agency Commissioner, Mike Morath; and other local, state, and federal agencies regarding response, prevention, and mitigation efforts. This guidance has evolved and will continue to evolve based on COVID-19 conditions across the state and within the communities we serve.

As COVID-19 data changes, federal, state, and local guidance and/or directives may change in response to the data. Heritage Academy will stay informed of these changes and will adjust policies and procedures to reflect the current guidance and/or directives. Heritage Academy has developed these operational guidelines in consultation with the following organizations:

- Texas Education Agency (TEA): [Public Health Orders](#), Updated 3/25/21
- Centers for Disease Control and Prevention (CDC): [Considerations for Schools](#), Updated 5/15/21
- American Academy of Pediatrics (AAP): [COVID-19 Planning Considerations: Guidance for School Re-entry](#), Updated 3/25/21
- Local Education Service Centers and School Districts¹, and
- Local County and City Health Departments.

This document is subject to change as guidance and/or directives are provided by government officials and/or as COVID-19 conditions change.

Heritage Academy has worked collaboratively to establish guidelines that provide a safe learning environment for students and staff as we enter the 2021-22 school year. The Heritage Academy COVID-19 Response Team was formed to develop a comprehensive response plan for daily campus operations that utilize strategies to mitigate respiratory illnesses such as COVID-19 and promote a healthy and safe environment for all Heritage Academy students, staff, and visitors.

Remote Learning Instruction

Heritage Academy will offer both on-campus only during the 2021-22 school year. Remote Learning is not available.

Student, Staff, and Visitor Safety Protocols

Screening and Isolation

All students, staff, and visitors will be screened for COVID-19 symptoms regularly. Individuals who exhibit symptoms will be isolated from others and sent home.

Screening Before Access to Campus

- **Students:** All students will be required to be screened by their parents/guardians by performing a home temperature check and screening for COVID-19 symptoms using screening questions each day prior to sending their students to the campus. Teachers will monitor students and refer to the nurse/campus leadership if symptoms are present. Periodic temperature checks will be performed.
- **Staff:** All staff will be required to perform a home temperature check and self-screen for COVID-19 symptoms using screening questions each day prior to reporting to work.

- **Visitors:** All visitors will be required to be screened by campus staff by performing a temperature check and screening for COVID-19 symptoms using [screening questions](#) prior to entering the campus.

Isolation Protocols for Students and Staff Displaying COVID-19

Symptoms

- Students and staff displaying symptoms of COVID-19 will be isolated from other students and staff. Symptomatic students or staff will be sent home (parents/guardians are expected to pick up their students within 30-60 minutes of receiving notification).
- Students and staff attending the same classroom as the symptomatic students or staff will be removed from the classroom and taken to an alternate location on campus (e.g. go on a walk outside, move to a different classroom, etc.) so that the classroom can be disinfected.
- The school will inform any families of students or staff who may have come into [close contact](#) with a symptomatic (or COVID-19 positive) student or staff member.
- Consistent with our notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, we will notify all staff and parents if a lab-confirmed COVID-19 case is identified among any individuals participating in any on-campus activities.
- Staff or students diagnosed with COVID-19 cannot return to campus until ALL three (3) of the following criteria have been met:
 - Fever-free for at least 24 hours (without fever-reducing medicine)
 - Improvement in respiratory symptoms (cough, shortness of breath)
 - At least 10 days have passed since symptoms first appeared
- Staff with a COVID-19 positive test result, but who remain asymptomatic or their symptoms are resolving and without fever for 24 hours, may return to campus after 5 days of isolation.
- If staff or students have any signs or symptoms that could be COVID-19, it is assumed that they have COVID-19 and have two options:

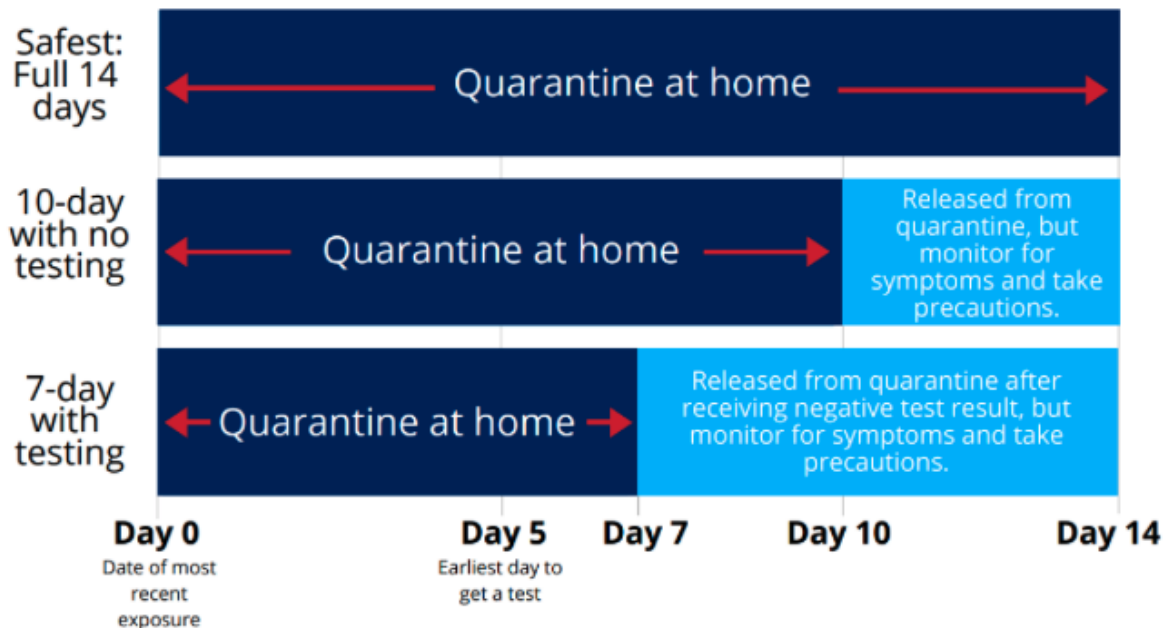
- Complete the same three-step return to campus criteria described above; OR
- Obtain and present a medical professional's note clearing you for return to campus based on an alternative diagnosis OR
- Obtain an acute infection test at an approved testing location that comes back negative.
- Close contact tracing is not recommended by TEA.
- Staff or students who reside in the home of someone who has a confirmed positive test result may be required to quarantine up to 10 days.
- Students who are in quarantine will contact their campus for academic options.
- Per the [CDC](#), "**Fully vaccinated people** should refrain from quarantine and testing following a known exposure if asymptomatic. People are considered fully vaccinated for COVID-19 ≥ 2 weeks after they have received the second dose in a 2-dose series (Pfizer-BioNTech or Moderna), or ≥ 2 weeks after they have received a single-dose vaccine (Johnson and Johnson [J&J]/Janssen). This guidance applies to all fully vaccinated people." [CDC - Fully Vaccinated](#)
- Per the [CDC](#), "Close contacts who were diagnosed with COVID-19 by either (1) a **positive RT-PCR test for SARS-CoV-2 RNA within the last 90 days** or (2) a healthcare provider based on their symptoms, and 90 days or less have passed since their symptoms began.
 - Those with no current symptoms of COVID-19 do not have to quarantine, and retesting is not recommended."

QUARANTINE

In accordance with new CDC guidelines, quarantine can end after 10 days without testing if no symptoms have occurred. Or, it can end after 7 days if no symptoms have occurred and a test returned a negative result. Note that the test sample must have been collected at least 5 days after exposure. Send-off PCR tests are preferred, but rapid PCR or antigen tests are acceptable.

If the person is exposed again during quarantine, the period must start over again. If you develop symptoms or test positive for COVID-19 during the quarantine period, you must follow the instructions for isolating yourself.

Quarantine for people with no symptoms



**If symptoms develop, isolate and get tested.*

Calculating length of quarantine



14-day: If you were exposed at **noon on Dec. 1**, you can be released from quarantine at **noon on Dec. 15**.

10-day: If you were exposed at **2 p.m. on Dec. 3**, you can be released from quarantine at **2 p.m. on Dec. 13**.

7-day with testing: If you were exposed at **9 a.m. on Dec. 5**, you can get tested after **9 a.m. on Dec. 10**. If the test is negative, you can be released from quarantine at **9 a.m. on Dec. 12**.

Face Coverings

In compliance with the [Governor of Texas' Executive Order \(GA-36\)](#), which prohibits government entities from mandating facial coverings, effective 11:59PM, June 4, campuses will no longer be required to wear facial coverings. This Executive Order supersedes any existing mandates; campus leaders and staff cannot require either students, staff or visitors to wear a facial covering while on campus. Therefore, facial coverings are optional for students, staff and visitors at all COVID-19 Activity Levels.

See the [CDC](#) guidelines for approved face coverings.

[COVID-19 Activity Levels per campus](#)

PLEASE NOTE: Requests for special accommodations due to certain conditions and/or disabilities will be considered on a case-by-case basis and should be submitted to campus administration.

Substantial	Moderate	Minimal	Low
The number of new cases per 100,000 people is greater than 150	The number of new cases per 100,000 people is 75-149	The number of new cases per 100,000 people is 26-74	The number of new cases per 100,000 people is 0-25
The percent of tests that return a positive result is greater than 9.9%	The percent of tests that return a positive result is 7%-9.9%	The percent of tests that return a positive result is 4%-6.9%	The percent of tests that return a positive result is 0%-3.9%
The number of new cases per 100,000 people is INCREASING by 50 or more cases week over week.	The number of new cases per 100,000 people is INCREASING by 26-49 cases week over week	The number of new cases per 100,000 people is INCREASING by 16-25 cases week over week	The number of new cases per 100,000 people is INCREASING by 0-15 cases week over week

Hand Sanitizing

Frequent hand sanitization will help ensure the health and wellness of students, staff, and visitors. To this end, students, staff, and visitors will be asked to adhere to the following guidance:

- Sanitize and/or wash hands upon entering and exiting the campus, classroom, restroom, cafeteria, and all other common areas (defined below).
- Wash hands after recess, before eating, and following restroom breaks.

Students will be reminded of hand sanitization practices by staff and campus signage throughout the instructional day.

Disinfectants and Campus Cleaning

Frequent cleaning and disinfecting will promote healthy learning and working environments for students and staff.

Classroom Mitigation Practices

- **Classrooms:** Each classroom will be outfitted with the following:
 - Visual reminders of distancing requirements,
 - Refillable hand sanitizer stations, and
 - Disinfectant wipes to sanitize working surfaces.
- **Teachers:** If rotating between classes, teachers will disinfect shared tools and equipment prior to leaving the classroom.
- **Students:** If rotating between classrooms, students will disinfect desks/eating surfaces prior to leaving the classroom/cafeteria.

Daily Campus Cleaning

- Each classroom and restroom will be disinfected daily.
- All high-touch areas will be cleaned frequently.
- Custodians will wear gloves while on campus.
- The cafeteria will be disinfected between lunch periods.

Additional Cleaning Measures for Confirmed Cases of Covid-19 on Campus

- If a classroom or facility is closed due to COVID-19, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.

- Custodial staff will disinfect classrooms, restrooms, gym, and all additional areas in the entire campus.

Learning Environments

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

Classroom Configurations and Procedures

- Each day the classroom teacher will create a [seating chart](#) to be used for contact tracing.
- Students and staff will be socially distanced as much as possible.
- Partitions will be used if needed.
- When necessary, teachers, instead of students, will rotate between classrooms when feasible.
- Class periods will be staggered if students must move between classrooms to limit the number of students in the hallway when changing classrooms.
- The use of outdoor space for learning will be considered when possible.
- Staff will limit the use of shared supplies and have access to disinfectant wipes to sanitize high-touch surfaces and shared objects.

Common Areas

- Common areas include spaces that are used for meetings and collaboration, including computer labs, flexible spaces, campus libraries, conference rooms, and other meeting rooms.
- Campuses will develop schedules and protocols for the use of common areas, including how to sanitize space between use. When needed, students will bring personal supplies from the classroom.
- Social distancing will be maintained during in-person meetings.

Water Fountains

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Water fountains may only be used to fill personal, reusable water bottles.
- Water bottles will be filled by staff members only. Water bottles must be sanitized by staff members with disinfectant wipes before each fill up.
- Water bottles must be clearly labeled with the student’s or staff member’s name to avoid cross-usage or sharing.
- Water bottles must not be shared.
- Staff will ensure that proper distancing is being observed by students who are queueing as their water bottles are being filled.
- When possible, students should remain in their classroom environment while water bottles are being filled by a staff member.

Restrooms

- Proper handwashing technique will be taught to all students and staff, and consistently reinforced.
- Efforts will be made to limit the availability of toilets, urinals, and sinks to promote social distancing.
- The scheduling of whole class restroom breaks is recommended to eliminate the co-mingling of students across various classes and to ensure staff monitoring of social distancing guidelines.

Traffic Flow, Transitions, and Campus Logistics

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Where possible, student movement will be staggered to limit the number of people in various areas during transitions.
- Traffic patterns will be established to separate individuals to the greatest extent possible, and signage will encourage social distancing.

Arrival and Dismissal

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Early arrivals are discouraged. Any students dropped off before the campus is open will not be allowed inside the building. Any exceptions would need to be specifically arranged with campus administration.
- When necessary, staff will be utilized for duty to maintain a line of sight in hallways and ensure social distancing.
- Students will go straight to the classroom upon arrival and will not wait in a centralized location.
- Parents will not be able to walk students to classrooms.
- Sibling connections will be done outside the building.
- The campus will designate staggered dismissal groups. Staggering will help manage student movement in the building and decrease the risk of potential crowding outside at dismissal time.

Food Service

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Additional spaces, including outdoor space when possible and safe, will be utilized for lunch.
- Lunchtimes will be staggered by class with time to sanitize between classes.

- If feasible, classes will be rotated so that students are not required to eat in their classrooms every day. Otherwise, students will be permitted to eat in their classrooms.
- When necessary, appropriate social distancing measures will be followed during lunches.

Recess, PE, and Special Activities

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Campuses will consider limiting the number of students per recess group. Staggered schedules can be utilized when needed.
- All students and staff will be required to use hand sanitizer before entering the playground and upon exiting the playground.
- Brain breaks will be implemented as needed, at the discretion of the teacher.
- PE classes will be conducted outdoors whenever possible. Appropriate social distancing measures will be followed.
- Music and PE equipment will be sanitized and wiped down after each use.

On and Off-Campus Student Activities and Campus Events

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- In-person assemblies will not be held.
- Off-campus field trips will not be scheduled.
- Virtual field trips will be considered as often as possible.
- Parent / Teacher Conferences can be held virtually when possible.
- Campus will refer to the Heritage Academy Group Activity Guidelines group activities or special events.
- Campus will refer to the Heritage Academy COVID-19 Athletic Health Guidelines to public sports competition guidelines.

- Additional athletic resources:
 - Coaches Handbook
 - Athletic Handbook
 - Student Physical Evaluation Form

Protocols for Campus Visitors

When COVID-19 activity level is “Low or Minimal,” campus will resume pre-COVID operations and practices.

When COVID-19 activity level is “Substantial” or “Moderate”:

- Campuses will utilize virtual meeting options to limit campus visitors when possible.
- All visitors will be required to fill out a symptom screening form responding to screening questions , will sign and date the form, and visitors will be screened by school staff by asking screening questions and taking temperature.

¹ Heritage Academy would like to extend a special thanks to Frisco ISD for the format and certain procedural content used in this document.

² Unless government officials require or recommend school closure for on-campus instruction.