

Appendix COVID-19

Note to ACS Families:

Below you will find guidelines that ACS will follow during our 2020-2021 School year. Please read these guidelines carefully. This information will be made available to you on the ACS website. It will also be located [as Appendix COVID-19 in our ACS handbook]. These guidelines are in accordance with the recommendations given to school districts by the Indiana department of education. Parents are encouraged to check with IDOE or the CDC to find the latest information regarding schools and COVID-19.

Please note that this is a working Document. It is important that you check the ACS website as well as emails from our email system when an update has been indicated. Please save this information as it pertains to daily organization and routines at ACS.

ACS School Days and Virtual Days.

- School Days will be as follows.
 - Monday, Wednesday, and Friday will be in person school days.
 - Tuesday and Thursday will be Virtual School Days.
 - School will begin at 9:00am and end at 4:00pm on Monday through Thursday. This includes virtual class time.
 - School will begin at 9:00am and end at 2:00pm on Friday.

ACS guidelines for Temperature Checks

- Student temperatures will be checked as students arrive each day.
- ACS Staff members will conduct a self-check of their temperatures before leaving home.
- Students registering 100.4° or above will be sent home. (Adults providing student transportation are asked to remain in the parking lot until their child(ren) have passed the screening.)
- ACS staff will do random temperature checks during the day.
- If a child spikes a fever during the school day and/or display other COVID symptoms, parents will be contacted, and the student will be moved to an “isolation room” until they can be picked up.
- Students and staff members with temperatures above 100.4° will need to remain home until further testing verifies that they can return to the classroom.

Symptoms Impacting Consideration for Exclusion from School

ACS staff and students will be excluded from the building if they exhibit these COVID-19 related symptoms:

- A fever of 100.4 ° F or greater
- Cough
- Shortness of breath or difficulty breathing



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- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Students and employees will be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

Face Coverings

- Students will need to wear face coverings when adequate social distancing is not possible. [example – during group projects or when working together].
- ACS will provide cloth face coverings for each student [These must be washed]. *Any Disposable coverings must be thrown away after a day's use.*
- Teachers will be required to wear face masks or shields while teaching if they cannot maintain social distancing from their students.
- During physical activity (PE, gymnastics, recess, etc.) students are not required to wear a mask. Staff will wear face coverings if adequate social distancing methods are not able to be used [such as while spotting]
- Students with medically documented reasons for not being able to wear a face mask may wear a shield instead.

Sanitizing Procedures

- Hand sanitizing stations are available in every room.
- Students will be encouraged to wash their hands frequently with soap and water, not just with hand sanitizer.
- Common touch" surfaces (entryways, door handles) will be sanitized at the end of each school day.
- Classrooms and individual equipment will be cleaned and disinfected after each use.
- School vans will be cleaned and sanitized after each use.

Transportation Guidelines

- We ask that all parents wait in their cars when dropping off and picking up students.
- We ask that parents not approach the school vans when students arrive from school. Please maintain at least 6 feet from the ACS Vans.

Administration:

- Should the Principal become incapacitated due to COVID-19 or related issue. All administrative inquiry should be made of the Board Chair or Assistant Board Chair.
- Should a member of the professional teaching staff become ill or incapacitated due to COVID-19 or related issue a substitute teacher will be established and contact information provided to families, staff, and board members.



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Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to districts/schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.



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