

Trafton Academy Covid Protocol Plan for the 2021-2022 School Year



Trafton Academy has produced a Covid protocol plan with input from faculty, staff, and parents, along with guidance from both public and private oversight agencies. We hope to have as traditional a school year as possible under the circumstances.

Please understand that these plans may change because of ongoing developments and that they represent our best hopes for this fall. Should circumstances change or should government agencies dictate, some or all of this may change.

Please know that our highest priorities are the safety of our students and staff plus the continuation of the students' education. To be successful, the school will need the help and support of the entire Trafton community. This plan will outline some specifics of our plan to confront this current crisis and will detail some of what we will ask of our Trafton families to make this happen.

We understand that you may have further questions regarding policies and procedures after reading this. Please feel free to contact Mrs. Hutchins, Mr. Tatum, or Mr. Cone with your concerns.

General Arrival and Dismissal Policy



To ensure as much safety as possible only faculty, staff, tutors (vaccinated) and students will be allowed into the campus. Parent may come to the front desk but may not enter the campus.

Students with any Covid symptoms will have their temperatures checked. If their temperatures are at or above 99.2, they will be required to immediately wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.

Pre-K and Kindergarten Arrival and Dismissal



Pre-K and Kindergarten students may be dropped off as early as 7:30 A.M. in the small circle drive on Cliffwood. Parents will remove students from their cars, and the students will be taken to a classroom by a teacher before school begins.

Morning homeroom for Kindergarten will begin at 8:00 A.M. Kinder students arriving after 8:00 A.M. will need to check in at the office. Pre-K will begin at 8:30 A.M.; students arriving after that time will need to check in at the office.

Dismissal for Pre-K and Kinder will be at 2:30 P.M. Teachers will walk students to cars, and parents will buckle them in. PreK and Kinder students leaving at 3:00 P.M. or after with older siblings will stay in their classroom until it's time to join the older sibling's carpool. For the 3:20 P.M. dismissal, the younger siblings will be escorted by a teacher to the older sibling's carpool.

Elementary Grades and Middle School Arrival and Dismissal



On the McDermed campus 1st-8th grade students may be dropped off as early as 7:15 A.M.

The Cliffwood campus (4th-6th grade) will open at 7:30 A.M. (Students in these grades may be dropped off on the McDermed campus when it opens at 7:15 A.M.)

Dismissal for grades 1-3 will be at 3:00 P.M.

Dismissal for grades 4-6 and grades 7-8 will be at 3:20 P.M. Older sibling students will join the dismissal carpool of their younger siblings (this is a change from last year).

Dropoff and Pickup Times by Campus

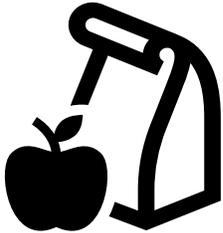
Grades	Main Campus Opens	Annex Opens	Start Time	Dismissal and Pick-up Time	After Care Dismissal
Pre-K	7:30 A.M.		8:30 A.M.	2:30 P.M.	5:30 P.M.
Kinder	7:30 A.M.		8:00 A.M.	2:30 P.M.	5:30 P.M.
1 st -3 rd	7:15 A.M.		8:00 A.M.	3:00 P.M.	5:30 P.M.
4 th -6 th	7:15 A.M.	7:30 A.M.	8:00 A.M.	3:20 P.M.	5:30 P.M.
7 th -8 th	7:15 A.M.		8:00 A.M.	3:20 P.M.	5:30 P.M.

Day-to-Day Operations



NO VISITORS

Visitors, including parents, will not be allowed on campus. Only Trafton Academy students, vaccinated tutors and staff will be allowed to enter.



Drinks, lunches, and snacks may be brought from home. Delivery of lunch orders will resume at the opening of the year. Parents may not drop off lunches. Drinks, lunches, and snacks must arrive at the school with the students.

Parents may not drop off forgotten homework, lunches, jackets, or sports apparel. In the event of a team competition, athletic gear may be dropped off at the competition site.

Students in the 4th through 8th grade leaving school early or arriving late from an appointment may sign themselves in or out at the front desk. Pre-K through 3rd grade will be signed out by a parent at the front desk.

Safety Steps at School:

In the classrooms, we have endeavored to keep class sizes smaller where possible.

- Touchless hand sanitizers will be placed in each classroom, and students will be encouraged to wash hands frequently.
- Teachers may optionally remove their face mask when teaching to the class.
- Unvaccinated students in PreK-6th grader are required to wear a mask indoors unless drinking or eating.
- Students in the 7th-8th grade may remove their masks indoors only when drinking water, talking to the teacher, or presenting to the class as a whole.
- Desk spacing will be adjusted as much as possible.
- Improving air quality by updated all AC filters to HEPA where possible. Adding fans by doors or windows to allow for greater circulation with outside air.
- Students should come to school with their classroom supplies in their Trafton-supplied pencil bags. Sharing supplies between students will not be allowed.
- Additional staff has been hired to reduce class size in the PreK-6th grade classes.
- Some homerooms in 7/8th grade have been split into additional classes to reduce class size where the schedule allows.



We will resume Band classes either indoors or outdoors as the schedule allows.

Music classes will not be held, although they may resume at a future date.

Some clubs will resume, though we will evaluate each club separately according to the circumstance involved.

There may be a Winter Show for the Band. We will evaluate the possibilities as circumstances allow.

Safety Steps at School (Cont'd)

Middle school sports teams will play a regular schedule this fall with protocols to be released after consultation with the gym management.

Outdoor sports will not require a mask, although athletes may wear a mask if they prefer.

Limited field trips or class trips may be taken. Special consideration will be given to restricting our students contact with other groups. The 7th and 8th grade Texas History Trip will be considered as the year progresses.

Carnival will not take place this Fall. We will consider holding a Spring Carnival later in the year.

For the Parents

If your child or someone in your household tests positive for COVID-19, you must notify the school immediately.

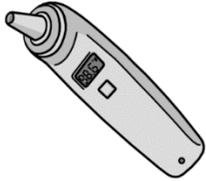
If your child chooses to wear a fabric mask or gaiter, ensure the mask is cleaned daily. Masks should not reference drugs, tobacco, alcohol, politics or be sexually suggestive or lewd in any way.

Water bottles are recommended. If your child is using a water bottle, please be sure it is labeled with their name. Water fountains will all be turned on and drinks will be sold at the snack bar. Water bottle refill stations are set up around the campus.

Parent-Teacher meetings and Open House are scheduled and are posted on the calendar. Covid protocols for these meetings will be distributed at the appropriate time.

Procedures for Exposures and Possible Exposures

Possibility 1:



If a student or staff member exhibits COVID-19 symptoms, or has a temperature of 99.2 or higher:

- Student or staff member will be sent home.
- To return to school, the individual must provide a medical note by a physician that provides an alternative explanation for *symptoms and reason* for not ordering COVID-19 testing.

- **-OR-**

The individual must remain at home and be fever free for 36 hours without fever reducing medicine and have no other symptoms.

For the purposes of this document COVID-19 symptoms can include: fever, chills, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea.

If a child has some or any of these symptoms, we may choose at our discretion to call you to pick up your child.

Possibility 2:



If a student or a faculty member (or someone in the home of a student or staff member) has close contact with someone who tests positive for COVID-19:

- Student/staff (including siblings) sent home, and student/staff recommended to get tested. In the absence of symptoms, student/staff may return to campus 14 days after the contact: **unless** after waiting a minimum of 3 days (72 hours) but preferably 5 days from contact, the possible contact obtain a negative test and have no symptoms:
- No online learning for an individual student in isolation. Books and missed work can be picked up by the parent and the student can work from home.
- For teacher - transition to substitute teacher for class coverage. If student/staff test positive, see **Possibility 3** below.
- School administration notified.

Possibility 3:



A student or staff member tests positive for COVID-19:

- School administration notified.
- Student or staff (including siblings) instructed to isolate for 10 days after symptom onset OR 36 hours after resolution of symptoms, whichever is longer (if never symptomatic, isolate for 10 days after positive test).
- School-based close contacts identified and instructed quarantine for 14 days and recommended to test:
- In self-contained classrooms, the entire class will transition to distance learning.
- In Middle School classrooms, the entire grade level may transition to distance learning.
- Distance learning will only be used when an entire class or an entire grade is isolating

Additionally, Trafton families and staff will be notified of a positive COVID-19 case within the school.

Possibility 4:



A student or staff member tests negative for COVID-19 after Scenario 1 (symptomatic):

- Student/staff may return to school 36 hours after resolution of fever without using fever reducing medicine and no other symptoms.

Possibility 5:



A student or staff member tests negative after Scenario 2 (close contact):

- In the absence of symptoms, student/staff may return to campus 14 days after the contact unless, after waiting a minimum of 3 days but preferably 5 days from contact, the person obtains a negative test, and has no other symptoms.

Possibility 6:



Governing body requires all schools to close due to COVID-19:

- Trafton Academy closes campus immediately and all students transition to distance learning.
- Notification will be sent to all families informing them of school closure. Distance learning information will be sent directly from the classroom teacher.

COVID-19 Testing and Reporting

Positive test results:



- Parents/guardians and staff will notify school administration immediately if the student or staff tested positive for COVID-19 or if one of their household members or non-household close contacts tested positive for COVID-19.
- Upon receiving notification that staff or a student has tested positive for COVID 19 or has been in close contact with a COVID-19 case, take actions as required in "Response to Suspected or Confirmed Cases" below.

Negative test results:



- Students or staff who test negative for COVID-19 should remain home at least 36 hours after resolution of fever (if any) and improvement in other symptoms.
- Household contacts should remain at home to monitor for symptoms for 6 additional days after their COVID-19 positive household member completes their isolation UNLESS they get a negative test result taken no earlier than 36 hours after their positive household member has completed isolation. In this event, documentation of negative test results must be provided to the school administration.

Response to Suspected or Confirmed Cases and Close Contacts

Suspected COVID-19 case(s) while at school:

- School administrators and nurse will identify an isolation room or area to separate anyone who exhibits COVID-19 symptoms.
- Any students or staff exhibiting symptoms should immediately be required to wear a face covering and wait in an isolation area until they can be transported home or to a healthcare facility.

Confirmed COVID-19 case(s):

- Trafton will notify staff and families within the school community of a positive COVID-19 case while maintaining confidentiality.
- Trafton will close off areas used by the person identified with COVID-19 and will immediately clean and disinfect **the area** using CDC-recommended products.

For confirmed case in self-contained classes:

- All students and staff in that class will be instructed to remain quarantined at home for up to 14 days.
- The entire class will transition to distance learning.

For confirmed case in middle school classes:

- The entire grade level and teachers may be required to quarantine at home for up to 14 days. That grade level may transition to distance learning.

For purposes of this document, close contact is defined as having been within six feet of the case for a prolonged period of time (at least 10-15 minutes) regardless of face covering use.

Close contacts to confirmed COVID-19 case(s):

- If an individual has had close contact (household or non-household) with a confirmed COVID-19 case, they will not be permitted on campus or will be sent home immediately.
- In the absence of symptoms, student/staff may return to campus 14 days after the contact unless they, after waiting a minimum of five days from contact, obtain a negative test, and have no symptoms.
- For a teacher, a substitute teacher will take over classroom duties. No actions will need to be taken for persons who have not had direct contact with a confirmed COVID-19 case, and instead have had close contact with persons who were in direct contact.

Return to campus after testing:

- Individuals who test negative for COVID-19 can return 36 hours after resolution of fever (if any) without using fever reducing medicine and improvement in symptoms, but...
- Documentation of a negative test result must be provided to the school nurse.
- In lieu of a negative test result, a student or staff member can return to campus with a medical note by a physician that provides **alternative** explanation for symptoms and reason for not ordering a COVID-19 test.
- Symptomatic individuals who test positive for COVID-19 can return 10 days after symptom onset OR 36 hours after resolution of fever and improvement in other symptoms, whichever is longer.
- Asymptomatic individuals who test positive for COVID-19 can return 14 days after their positive test result.
- **If they test positive**, close contacts to confirmed COVID-19 cases can return **after** completing the required isolation period described above.
- **If they test negative**, close contacts to confirmed COVID-19 cases may return to campus 36 hours after the test if they have no symptoms. The test should be a minimum of 5 days after the close contact.