



Groves Academy

2020 Summer Program Safety Plan

June 15, 2020

Our Guiding Principles

We intend to deliver a plan that strikes the balance between the health and safety of our students, faculty, and families with a robust and powerful educational opportunity.

- Protecting the health and safety of all students and Groves employees is our first priority.
- We will closely adhere to MN Dept of Health, CDC, and State guidelines for Youth and Summer Programming.
- We are committed to providing an impactful learning experience for our students.
- **All components of this outlined plan are subject to change based on new information.**

Our Key Safety Decisions and Non-Negotiables

- Stay home when sick. Families will not bring their child to Groves if they are sick or showing any symptoms related to COVID-19.
- Masks are required to be worn by staff and faculty at all times unless they are working independently.
- Students are required to wear masks when they are not in their classrooms.
- All families and students are expected to adhere to the details of this safety plan.

Key Program Dates and Schedule

- June 15: COVID-19 Safety Plan Delivered to Families and Staff
- June 22: Payment Deadline
 - Refund requests prior to July 1st receive a 50% refund
 - Refund requests after July 1st will not receive a refund
 - If the program is canceled, all families will receive a full refund
- July 8: Welcome Day for Families - Canceled
- July 8 - 10: Staff Training and Planning Days
- July 13: Program Start Date

Program Details, Dates and Times:

- 2-8 Academic Program: July 13 - August 7
 - 9:00am - 12:00pm, Monday - Friday
- 6-8 Writing and Executive Functioning Program: July 13 - August 7
 - 12:30pm - 3:30pm, Monday - Friday
- 9-11 High School Program: July 20 - July 31
 - 8:45am - 1:50pm, Monday - Friday
- Enrichment Courses and Before/After Care: Canceled

● Arrival and Dismissal

**Please note these details are subject to change based on enrollment.*

As we get closer to the program start and as class groupings are finalized we will send you detailed instructions for your student's arrival and dismissal.

■ Arrival and Dismissal Details

● 2-8 Academic Program Students

- Arrival Begins at 8:40am
- Dismissal Begins at 12:00pm

● 6-8 Writing and Executive Functioning Program Students

- Arrival Begins at 12:10pm
- Dismissal Begins at 3:30pm

● 9-11 High School Program Students

- Arrive 5-10 minutes prior to the start of your first class
- Dismissal is immediately following your last class

- Students will enter the building **without parents** at their assigned entrance door - to be communicated to you prior to the first day of programming.
- Students must sanitize or immediately wash hands when entering the building.
- Students must adhere to the 6 feet distancing rule when entering and exiting the building with monitoring, assistance, and support from staff and marked walking lanes.
- Students should minimize items in their hands. Backpacks or one bag carrying all items preferred.
- Students who arrive late (at least 10 minutes after class start time) must enter using the MAIN ENTRANCE.

Expectations for Parents

- Parents drop off/pick up their students outside of the building and may not accompany them without an appointment. We ask that parents do not get out of their cars. When you arrive, please follow the map provided to you and follow the guidance of our staff directing traffic.

Expectations for Faculty and Staff

- Masks are required to be worn by staff and faculty at all times unless they are working independently.
- Staff must sanitize hands or immediately wash hands when entering the building.
- Staff must adhere to social distancing guidelines when entering and leaving the building.
- Staff must maintain 6 feet distancing from students whenever possible
- Faculty will ensure that as students arrive in classrooms, they will be required to use hand sanitizer or wash their hands before being seated at their desks.

● Screening and Protective Measures

- Masks are required to be worn by staff and faculty at all times unless they are working independently.
- Students are required to wear a face mask in spaces where social distancing measures are difficult to maintain (ie: hallways, common areas, and carlines). Masks can be removed by students when in classrooms when they are able to maintain social distancing. When a mask is removed, it should be placed in a backpack, fanny pack, or another personal storage bag. Masks should not be left on tabletops, floor, pockets etc.
- Students are required to bring their own cloth mask.
- We encourage all families to educate their family on mask safety. Considerations per the MN State Department of Health include:
 - Create and wear masks by following CDC guidance.
 - Be careful not to touch your eyes, nose, and mouth while wearing cloth masks to prevent potential contamination.
 - Wash your hands thoroughly before putting on the mask.
 - Remove the mask carefully and wash your hands thoroughly after removing.
 - Wash the mask after each use.
- Parents/guardians of students are required to screen their student for COVID-19 symptoms prior to bringing their student to school each day.
 - **Symptoms of COVID-19 Include:** new-onset cough or shortness of breath by themselves OR **at least 2 of the following:** fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.
 - If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.
- **Please do not bring your child to school if your child is displaying any of these symptoms.**

- Staff will be required to complete a daily assessment and will not report to work if they are displaying any symptoms of illness.

● Safety Protocols in the Building

- Students will remain with the same classroom group as much as possible. No mixing of student groups unless it is absolutely necessary for the educational needs of the student.
- 2-8 Academic Program and EF/Writing Student groups will remain in the same classroom throughout the day and teachers will rotate classrooms.
- High School students will be moving between classrooms depending on their schedule. Students will be required to sanitize or wash their hands and sanitize personal desk areas before entering each classroom and before and after entering the lunchroom.
- To limit unstructured break time, High School class times will be adjusted as follows:
 - 8:45am - 10:15am
 - 10:20am - 11:50am
 - 11:55am - 12:15pm Lunch (20 minutes)
 - 12:20pm - 1:50pm
 - 1:50pm dismissal
- *Exiting and Entering the Classroom*
 - Students will bring all their belongings with them to the classroom, including their coats and bags. **No lockers will be used.**
 - Students must sanitize or wash their hands before entering the classroom.
 - After using the restroom, students must wash their hands.
 - Each student should be encouraged to bring travel-size, perfume-free hand lotion to be used after sanitizing and washing hands to prevent rash and dry skin.
 - Each student should be encouraged to bring travel-size, perfume-free hand sanitizer. There will also be sanitizer available throughout the building and in each classroom.
 - In the 2nd-8th grade Academic Program no outdoor recess will take place but a 15-minute “fun” break will take place in the 2-8 classrooms from 10:50am - 11:05am.
 - Students will follow the identified one-way pathways throughout the building.
 - Students will be seated at desks that are spaced apart in accordance with CDC 6 foot recommended social distance guidelines.
- *Shared Materials Expectations*
 - Classrooms and use of materials
 - Teachers will maintain the sanitizing of the classroom and materials using provided spray bottles and wipes throughout the day and each class period depending on material use.
 - All classroom supplies, materials and manipulatives must stay in that classroom. No sharing of supplies between classrooms.
 - All school materials stay at school; **no home materials are allowed to be brought to school.**

- All toys and manipulatives will be washed or sanitized each day by teachers.
- Soft toys and pillows/cushions/blankets will be removed.
- iPads, laptops, and mice
 - Devices must not be shared while using.
 - Faculty will support students with wiping computers before and after use.
 - Students must sanitize or wash hands before and after use.
- Other materials
 - Whiteboards and markers will be wiped down at the end of the day.
 - Class pencils/pens will be wiped down at the end of the day.
 - Scissors/glue sticks/rulers will be wiped down at the end of the day.
 - No playdough/plasticine/clay is allowed.
- Building Cleaning
 - The building is thoroughly cleaned throughout the day and each evening with a specific focus on entrances, classrooms, common spaces, restrooms, doorknobs, and stairwell banisters.
 - Please send your student to campus with a labeled and full water bottle. We will provide single-use small bottles of water in each classroom for students. Water fountains will not be used.
- Food Service
 - For snack breaks, students are required to bring their own snack from home, Groves will not be providing snacks. Students are required to wash hands prior to snack, sanitize the desk area, and remain at their desks.
 - Some students have severe allergies to nuts. Please do not send snacks or food items that contain nuts.
 - The CDC recommends against food service. We will not be providing food service at Groves.
 - High School Lunch - Students will be supervised in the lunchroom and will be required to sit 6 feet apart. Students are required to bring their own lunch. The microwave in the lunchroom will be accessible and will be wiped and sanitized between uses by staff.

- **Health and Safety Policies**

These are based on the current MN Dept of Health Guidelines and CDC Recommendations as of 6/10/20

Staff and parents (on behalf of their student) should self-monitor for symptoms consistent with COVID-19. Groves will follow the guidance in the **Minnesota Department of Health – Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs.**

<https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf>

Staff or students who have symptoms consistent with COVID-19 should stay home. If they arrive at school they will be denied entrance and sent home. If symptoms develop while at school they will be immediately isolated and sent home. We ask that a parent or guardian is available to pick up your sick student as soon as possible after our Nurse calls.

Symptoms of COVID-19 Include: New onset cough or shortness of breath by themselves OR at least 2 of the following: fever (100.4°F or higher), chills, muscle pain, sore throat, loss of sense of smell or taste, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

If a person has a new symptom (for example, new loss of smell only) with no other diagnosis to explain it, they should stay home and talk to their health care provider about testing for COVID-19, even if it is the only symptom they are experiencing.

For staff and students who receive a laboratory test for COVID-19 OR have symptoms with no other diagnosis:

If a student is required to stay home due to a positive COVID-19 test or symptoms as outlined below, the student will be removed from the remainder of the program and we will work with you to offer a prorated tuition reimbursement for missed days or will apply your remaining unused tuition to potentially be matched with a 1:1 virtual tutor through The Learning Center at Groves as available.

- **Positive test result:** Student will be removed from the program. See refund policy above.
- **Negative test result but symptoms with no other diagnosis:** Please see symptoms listed above. If symptoms are consistent with multiple COVID-19 symptoms, the student will be removed from the program. See refund policy above.

For staff and students who have been in close contact* with someone with COVID-19 (for example, a person in their household) but are not sick. *Close contact is defined as being within 6 feet for a prolonged period (10 or more minutes) with the infected/sick individual.

- Stay home and self-quarantine for 14 days. Because the Groves Summer Program is 10-20 days in length, this will result in removal from the program. See refund policy above.

For staff and students with other diagnoses (e.g., norovirus, strep throat) that explain the symptoms, or if a health care provider says symptoms are connected to a pre-existing condition.

- Stay home until symptoms have improved. Follow specific return guidance from the health care provider or follow the **Infectious Diseases in Childcare Settings and Schools Manual** <https://www.hennepin.us/daycaremanual>

For staff and students who develop symptoms while on-site.

- Staff will be trained on the proper procedures for recognizing symptoms and will isolate anyone exhibiting symptoms.
- The staff or student who is exhibiting symptoms will be immediately separated from other staff and students and isolated in a separate room until they are able to go home. The room(s) and areas that they were in will be closed off until proper cleaning and disinfecting is completed.
- **For students, Kelly Hopkins, School Nurse or Amy Luffey, Student Services Coordinator** should be informed immediately.

- **For staff, Deb Peterson**, Director of Human Resources or **Marissa Pareigat** Human Resources Generalist should be informed.
- All individuals who were in close proximity (within six feet) of the person exhibiting symptoms for a prolonged period (10 minutes or longer) during the 48 hours before the onset of the symptoms will be identified and notified. These individuals will also be sent home and instructed to stay home and be removed from the program (see refund policy above) and self-quarantine in accordance with the Minnesota Department of Health – Decision Tree for People with COVID-19 Symptoms in Youth, Student, and Child Care Programs.

Clean and Disinfect Areas of Exposure

- The areas of exposure used by staff or students who have been diagnosed or exhibited symptoms of COVID-19 will be closed off until they are properly cleaned and disinfected.

- **Training**

Staff and students will be trained in COVID-19 safety protocols and procedures as recommended by the CDC and MN Dept of Health.

- **Family Welcome Day Onsite - Canceled**

Please note that due to COVID-19, we will NOT be holding a Family Welcome Day on July 8, 2020 as previously planned. Instead, we will be sending you several documents via email and a Groves Welcome Video that will provide an overview of Groves and give your student(s) a better understanding of what to expect at Groves this Summer.