



Forest Lake

EDUCATION CENTER

REOPENING CAMPUS PLAN

2020-2021 SCHOOL YEAR

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FLEC Reopening Plan

Arrival of students

Students will arrive on a staggered schedule by grade level. If a family has multiple students, the students should be dropped off by the oldest student's grade level. Families are welcome to drop off students by 7:30 if it is necessary to fit the parent's work schedule.

- ✓ Grades 3-8 School begins at 8:00 a.m.
- ✓ Grades 1-2 School begins at 8:15 a.m.
- ✓ Grades PreK and Kindergarten School begins at 8:30 a.m.

As students enter campus a health screening will be conducted which will include a temperature check. To allow for social distancing, students will be allowed to begin entering the buildings at 7:35 a.m. After students have been screened, they will proceed to their homeroom class.

There will be specific points of entry:

- ✓ Side gate of gymnasium
- ✓ Gymnasium entrance
- ✓ Paver entrance gate
- ✓ Elementary lobby entrance
- ✓ Rear gate

If a student is not cleared, they will be directed to a nurse or supervisor for an additional re-check. If the student fails this re-check, then they are sent to the Sick Room in the Nurse's Clinic and the parents are called to take the student home. If the student passes the re-check, then they are sent to class.

Dismissal of Students

Students and classes will be social distanced during dismissal. The students will be spread out around the campus to allow for proper spacing for students. As in a typical school year's dismissal procedure, the older siblings/riders will go to the younger sibling's pickup location. Pickup numbers should be displayed for quick recognition for the student(s) to be picked up.

Locations:

- ✓ PreK and K Upper Level Parking Lot
- ✓ Grade 1 Front of gym
- ✓ Grades 2 and 3 Lower Level Parking Lot

- ✓ Grade 4 Back Loop near Maintenance Portable (gate on Playground)
- ✓ Grade 5 Back Loop school side of back gate
- ✓ Grade 6 Back Loop side gate by Annex
- ✓ Grade 7 Back Loop side gate by Science Lab
- ✓ Grade 8 Back Loop far side of back gate

Rainy Day Dismissal

When light rain (no lightning) is occurring, Grades PreK to 3 and grades 5 and 8 will still proceed to their normal pick up location. Grades 4 will be picked up at the gym. While in the gym, social distancing will be maintained. Grades 6 and 7 will be called by number from their classrooms.

When heavy rain is occurring all the older students will proceed to the youngest sibling/rider's classroom and wait for their pickup number to be called.

Once awnings are installed, updated instructions may be communicated.

Morning Care (Starts at 6:30 am)

Students needing to arrive to school early will be dropped off at the Gymnasium entrance. Students will have a health screening, including a temperature check, conducted by the Morning Care supervisor. The students will sit in the main gymnasium with social distancing. No sharing of food, electronic devices, or other items. Students will go straight to homerooms once dismissed from Morning Care.

Aftercare (Dismissal to 6:00 pm, 5:00 pm on Fridays)

The focus of aftercare staff will be to provide a safe environment that encourages social distancing and enhanced sterilization.

Reduce Risk:

- ✓ Staff will receive a health screening, including a temperature check, upon reporting to work.
- ✓ Students will wash their hands often.
- ✓ Students will receive a health screening, including a temperature check, upon check in to aftercare. If they have a fever or other signs of illness, they should not be admitted to aftercare and report to the Sick Room.
- ✓ Students will be included in the same group each day, and the same aftercare assistant will remain with the same group.
- ✓ Reduce daily group activities that may promote transmission.
- ✓ Keep each group of students in separate areas. Limit the mixing of students, such as staggering throughout the playground.

- ✓ Students will wash their hands before they leave. Exterior sanitation stations and interior sinks will be used. Sanitary wipes will be provided between each use of a computer or iPad.

Intensify Cleaning and Sanitization Efforts:

- ✓ Facilities will develop a schedule for cleaning and sanitizing.
- ✓ Routinely clean, sanitize, and disinfect surfaces and objects that are frequently touched, especially toys and games. This will also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, sink handles, countertops, toilet, desks, chairs, and playground structures.

Classroom configurations

- ✓ Smaller class sizes: Decrease health risks and increase teacher/student interactions.
- ✓ PreK-4: Dedicated teacher.
- ✓ Grades 5-8: Students stay in homeroom classrooms with only the teachers rotating between groups, as needed.
- ✓ ESS (Educational Support Services) Department: Supports struggling students through pull out program. Sanitizes area/materials between groups.
- ✓ Hygiene practices: Built into the daily schedule (include hand washing times, etc.).
- ✓ Desks: Socially distanced desks or sneeze-guard barriers when 6 feet is not attainable.
- ✓ Signage and floor markings: Markings to promote social distancing in areas and classroom traffic patterns.
- ✓ Outdoor time: Increased outdoor time built into daily schedule.
- ✓ Supplies: Individual classroom supplies provided for each student.
- ✓ Cooperative learning: Modified cooperative learning techniques to maintain health (i.e. Math review games: students play together on opposite sides of sneeze guard. Each student has their own game pieces that are wiped down after use.)
- ✓ Lockers: No lockers for middle school.

Electives/Specials

Students will be kept in classroom cohorts and limit the use of indoor common spaces where possible.

Specials PreK-5:

- ✓ Whenever possible, specials teachers will go to the homeroom classrooms to teach (computers, music, Spanish, library story time, etc.). This will limit the use of common spaces.
- ✓ Limit shared objects. If shared objects are used, sanitize after each use.

Additional safety measures:

- ✓ Library Checkout Time: Limit the number of students who come to the library at a time due to social distancing concerns at the tables. Split classes into groups to check out books and then return the classrooms.
- ✓ Library Story Time: Librarian will go to the classrooms.
- ✓ Music PreK-3: Music teacher will go to the classrooms. Limit shared items. Consider masks for singing.
- ✓ Music 4-5: Music will go to the classrooms. Limit shared items. Individual items like recorders and other mouth pieces required. Consider masks for singing.
- ✓ Spanish: Spanish teacher will go to the classrooms.
- ✓ Computers: Devices will be sanitized in between use.
- ✓ Beginning Band 5: Limit the numbers of students in the band room at a time.

Elective Grades 6-8:

- ✓ FLEC can keep middle school students in cohorts up until the elective period. At that time, students who participate in electives will no longer be in their homeroom cohorts. Because of this, participation in electives will be optional.
- ✓ FLEC can NOT keep students in cohorts during the elective period. For this reason, parents may elect to have students attend study hall with their homeroom cohorts and not attend an elective class. There is no reduction in tuition if students do not participate in an elective. If/when FLEC returns to pre-COVID conditions, all students will be required to join an elective. At that point, some electives may already be full. Students will join electives with space available. Grade 8 students will have first pick of remaining classes. Grade 6 students will get the last pick.
- ✓ The size of elective classes will be limited based on the space available for social distancing. Certain electives have additional fees. See the Financial Information Sheet at <https://myflec.com/admissions/tuition-and-fees/> for the fee schedule.

Chapel/Field Trips/Assemblies

Chapels

- ✓ At this time, all chapels will be held in the classroom. Administration and Spiritual Enrichment are actively working on a Chapel that will spiritually enrich FLEC students.

Field Trips

- ✓ Field trips are currently suspended until further notice.
- ✓ Teachers will take classes on “Virtual” field trips.

Assemblies

- ✓ All assemblies will be viewed virtually from the classroom.

Recess/Break

Below are the three considerations from the CDC that Forest Lake Education Center will focus on for Recess/Break time:

1. Shared Objects/Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles).

- ✓ Discourage sharing of items that are difficult to clean or sanitize.
- ✓ It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes. Minimize equipment sharing, and clean and sanitize shared equipment between use by different people to reduce the risk of COVID-19 spread.

2. Staggered Scheduling

- ✓ Single grades will have access to the playground by themselves.

3. Hand Hygiene and Respiratory Etiquette

- ✓ Teach and reinforce handwashing with soap and water for at least 20 seconds.
- ✓ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used (for staff and older students who can safely use hand sanitizer).
- ✓ Do not allow spitting and encourage everyone to cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- ✓ If soap and water are not readily available, hand sanitizer that contains at least 60% alcohol can be used.

Recess PreK - 4th Grade:

- ✓ Grades will strictly follow their scheduled recess times .
- ✓ Limited number of students and group per playground.
- ✓ Utilizing all play areas to encourage social distancing.
- ✓ Limited sharing of equipment.
- ✓ Games and activities that require no equipment or individual equipment are encouraged.
- ✓ Games that require shared equipment are limited.
- ✓ Focus on skills practice instead of competitive games.
- ✓ Sanitize shared equipment.
- ✓ Use of exterior hand washing stations.
- ✓ Students from the same grades out at the same time.

Safety Measures for Break, Grades 5-8:

- ✓ Utilize all play areas to encourage social distancing.
- ✓ Slab (Non-competitive basketball skills practice and four-square – socially distance the line of students waiting to play)
- ✓ Volleyball court (Volleyball skills practice)
- ✓ Middle school terrace & grassy area
- ✓ Picnic tables
- ✓ Back retention pond
- ✓ Flat, grassy area between the 7/8 building and the annex
- ✓ Limited sharing of equipment.
- ✓ Games and activities that require no equipment or individual equipment are encouraged.
- ✓ Games that require shared equipment are limited.
- ✓ Focus on skills practice instead of competitive games.
- ✓ Sanitize shared equipment.
- ✓ Use of exterior hand washing stations.
- ✓ Students are NOT allowed to bring sports equipment from home to use at school.

Physical Education/Athletics

Below are the three considerations from the CDC that Forest Lake Education Center will focus on for Physical Education and Athletics.

- 1. Physical closeness of players, and the length of time that players are close to each other or to staff.** Sports that require frequent closeness between players may make it more difficult to maintain social distancing, compared to sports where players are not close to each other. For close-contact sports (e.g., soccer, basketball), play may be modified to safely increase distance between players.

- ✓ Focus on individual skill building versus competition.
- ✓ Limit the time players spend close to others by playing full contact to game-time situations only.
- ✓ Decrease the number of competitions during a season.

Coaches can also modify practices so that players work on individual skills rather than on competition. Coaches may also put players into small groups (cohorts) that remain together and work through stations rather than switching groups or mixing groups.

2. Amount of necessary touching of shared equipment and gear (e.g., protective gear, balls, bats, racquets, mats, or water bottles). It is also possible that a person can get COVID-19 by touching a surface or object that has the virus on it, and then touching their own mouth, nose, or eyes. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.

3. Players at higher risk of developing serious disease. Parents and coaches should assess level of risk based on individual players on the team who may be at higher risk for severe illness, such as students who may have asthma, diabetes, or other health problems.

Physical Education

PreK-8:

- ✓ Limited to no physical closeness between participants
- ✓ Participants practice social distancing
- ✓ Focus on individual skill building and spatial awareness
- ✓ Limit amount of time participants spend close to each other
- ✓ Participants have individual equipment
- ✓ Limit time with shared equipment
- ✓ Clean and sanitize shared equipment between use
- ✓ Staggered times for dressing out (5-8)

What does this look like?

- ✓ Classes held outside when weather permits
- ✓ Individual teaching (no more team teaching with two classes together)
- ✓ Sanitizing before and after class
- ✓ Individual physical fitness activities (e.g., push-ups, running, air squats, jump rope)
- ✓ Individual skill building games (e.g., soccer, basketball, volleyball)
- ✓ Individual equipment is cleaned and sanitized at the end of each class
- ✓ Shared equipment activities (e.g., kickball, tee ball/softball, soccer)

Food Service and Preparedness

Reduce Risks:

- ✓ Staff will receive a health screening, including a temperature check, upon reporting to work.
- ✓ Staff will wear gloves and wash hands often.
- ✓ Only healthy individuals will be preparing, packaging, or touching food.
- ✓ If someone is ill or feels sick, they will go home immediately.
- ✓ Staff will wear freshly laundered clothing.
- ✓ PreK – 4th grade will eat meals in classrooms.
- ✓ 5th – 8th grade will eat meals outside, weather permitting.
- ✓ Use of disposable food service items (e.g., utensils, dishes).
- ✓ Individuals will wash their hands after removing their gloves or after directly handling used food service items.

Intensify Cleaning and Sanitization Efforts:

- ✓ A schedule will be developed for routine cleaning, sanitizing, and disinfecting of surfaces and objects that are frequently touched. This may also include cleaning objects/surfaces not ordinarily cleaned daily such as doorknobs, sink handles, countertops, desks, and chairs.

Following items are available for food service staff:

- ✓ Handwashing sinks with soap and single-use paper towels or hand dryer.
- ✓ Proper waste receptacles.
- ✓ Alcohol-based sanitizer with at least 60% alcohol if soap and water are not available.
- ✓ Disposable gloves.
- ✓ Aprons.
- ✓ Masks will be required.

Sanitation and Cleaning

The following items will aid in the sanitation and cleaning process of campus:

- ✓ iWave Air Filtration System
 - Bi-polar ionization generator for actively treating air quality
 - Kills mold, bacteria, and viruses
 - Reduces allergens, odors, smoke, static electricity and other airborne particles
- ✓ Increased hand washing stations
 - 6 additional hand washing stations have been installed on the exterior of the main building
- ✓ Hydrogen peroxide fogging machines

- Classrooms will be fogged when students exit for recess
- ✓ Touchless water bottle filling stations
 - 6 touchless water bottle stations will be installed across campus in addition to the 2 already installed
 - Students will be asked to use water bottles instead of the traditional fountains

Health Guidelines for Clinic

Basic Procedures to be followed by everyone at the school:

1. Physical distancing of 6 ft. whenever possible.
2. Visitors will be required to wear masks while on campus.
3. Wearing a face mask is encouraged (when age-appropriate and per county and state guidelines).
4. Wash hands frequently with soap and water for at least 20 seconds. If soap and water are not immediately available, use hand sanitizer with at least 60% alcohol.
5. Cover coughs and sneezes with a tissue or cough into your elbow. Sanitize your hands following a cough or sneeze and throw tissue in trash.
6. Avoid touching your face (mouth, nose, and eyes).

Daily Health Screening:

Please self-screen every day before coming to school. The CDC states that people with the following symptoms may have COVID-19. Out of an abundance of caution for the safety of our students and staff, we recommend that students stay home if they are feeling ill and consider staying home and monitoring for 24 hours if the student is presenting any of the following symptoms.

- ✓ Fever (temperature of 100.4°F or greater). Students should not be medicated prior to checking for a fever. Do not send your child to school medicated for a fever.
- ✓ Shortness of breath or difficulty breathing
- ✓ Cough
- ✓ Sore throat
- ✓ Runny nose or nasal congestion
- ✓ GI symptoms like nausea, vomiting, or diarrhea
- ✓ Loss of sense of smell or taste
- ✓ Generalized body aches or generalized weakness
- ✓ Disequilibrium, such as dizziness
- ✓ Chills (sometimes with shaking)
- ✓ Headache

If you have been in close contact with someone with COVID-19, you must stay home for 14 days after exposure. Additionally, contact the school clinic and call the Florida Department of Health

1-866-779-6121 for guidance regarding presenting symptoms to determine if testing for COVID-19 is recommended.

If you have any questions about whether your student should stay at home, please contact the school clinic at 407-862-7688 ext. 249 for assistance.

COVID-19 Protocols and Procedures

Procedures to follow if a student is **showing symptoms** of COVID-19:

1. Student becomes ill during school:

- ✓ The student will inform their teacher and get permission to go to the school clinic.
- ✓ The student will put on a mask prior to going to the clinic.

2. Before entering the clinic:

- ✓ The nurse will check the student's temperature.
- ✓ If the student has a temperature of 100.4° or higher, the student will keep on his/her mask and enter the Sick Room in order to assess the student further.

3. If presenting COVID-19 symptoms:

- ✓ Parents will be notified immediately and will be expected to pick up their child within 30 minutes.
- ✓ It is suggested that you have an alternate person available to pick up if you are unable to arrive at the school within 30 minutes.

4. If the student has symptoms consistent with COVID-19:

- ✓ Contact your Primary Care Physician and Florida Department of Health at 1-866-779-6121 for guidance to determine if testing for COVID-19 is required.

Procedures to follow if a student or staff member is **diagnosed** with COVID-19 as Recommended by CDC:

1. FLEC will immediately coordinate with Florida Department of Health officials:

- ✓ Once learning of a COVID-19 case in someone who has been in the school.
- ✓ FDH officials will help administration determine a course of action.

2. FLEC will communicate with staff, parents and students:

- ✓ Immediate communication will be sent upon notification of positive COVID-19 case.
- ✓ Confidentiality of the student or staff member per the Americans with Disabilities Act and Family Education Rights and Privacy Act.

3. Health official and administration will determine possible closure decisions:

- ✓ Classrooms/Buildings will only be closed if FDH officials deem it necessary through contact tracing.
- ✓ “Child care and school administrator should work in close collaboration and coordination with local health officials to make dismissal and large event cancellation decisions. Schools are not expected to make decisions about dismissal or canceling events on their own. School dismissals and event cancellations may be extended if advised by local health officials. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.”

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html#confirmed-case>

4. Students or staff may not return to school until ALL the following criteria have been met:

- ✓ 10 days have passed since symptoms first appeared
- ✓ Fever free for 72 hours (3 full days) without the use of fever-reducing medication
- ✓ Other symptoms have improved
- ✓ Negative COVID-19 test result submitted to FLEC Clinic