



# HEALTH & SAFETY PLAN

Keeping our community safe during this health crisis is the reason for all this planning. Highland has created this Health and Safety Plan that complies with all the Milwaukee Department of Health's requirements. We understand that requirements are subject to change as more information is provided. CDC guidance will also be utilized when making any modifications to health and safety guidance or school reopening plans.

**This plan will be updated as more information becomes available.**



## COMMUNITY COORDINATION

Highland Community School's **COVID-19 Coordinator is Mitch Taddey**. He can be reached at [mtaddey@hcsmk.org](mailto:mtaddey@hcsmk.org). With the help from other staff members, he will compile information on absences, tracking illnesses, and identifying potential COVID-19 clusters.

## MONITORING PUBLIC HEALTH GUIDELINES & UPDATES

To confirm that our protocols are in line with state and local health guidelines, the COVID-19 Coordinator, school leadership, and board members will monitor all guidance from Milwaukee Public Schools, the Milwaukee Department of Public Health, and other local government agencies. CDC guidance will also be utilized when making any modifications to health and safety guidance or school reopening plans. The COVID-19 Coordinator will monitor guidance from the above entities for best practice resources for maintaining a safe and healthy environment. School Leadership will review and update our protocols as new state and local health guidance is released.

If a staff/student is diagnosed with COVID-19, we will notify the City Health Department, Milwaukee Public Schools and the Highland Parent Board of Directors immediately. We will notify staff and families of a confirmed case via text/email home. All identifying information will be kept confidential.



## CRITERIA FOR SCHOOL CLOSURE IF A STAFF OR STUDENT IS SYMPTOMATIC

If a student/staff is **confirmed to have been exposed to COVID-19/confirmed case but has not been in the building** since known exposure.

- No closure required – self-isolation of the exposed individual and family members

If a student/staff is **confirmed to have had exposure to COVID-19/confirmed case and has only been in contact with students in their own classroom.**

- Staff and students who have recently had close contact with a person with COVID-19 should stay home and monitor their health. Close contact is currently defined by the CDC as being within 6 feet of a person with symptoms for 15 or more minutes.

**Confirmed case within the school** (student or staff) with unknown exposure.

Potential exposure to multiple classrooms and students (recess, ASP, Siblings), unable to be measured and contained, or if there are multiple confirmed cases across classrooms.

- Full School shutdown immediately (See When to Quarantine table on page 30.)

**Who decides?** City and other governmental agencies who have authority to close or reopen schools will be a main source in any decision-making process. Outside of any mandates, the Highland Board will be responsible for any reopening decisions and will defer to local and state health authorities on specific criteria related to reopening. School Leadership will keep the Board up to date on relevant COVID-19 exposure/confirmed cases.

## RESPONSE PROTOCOL FOR FEVER OR OTHER COVID-19 SYMPTOMS

If a student or staff who presents with a fever or other COVID-19 symptoms, we will request that person leaves and gets tested immediately. They should quarantine until results are confirmed. Students will wait in an isolated area, away from other students or staff but in the visual supervision of a staff member until they can be picked up. Staff members needing assistance can also wait in the isolation area until an emergency contact can come to take them home. The isolation area will be sanitized thoroughly after each use.

Emergency services will be utilized in the case of severe or life-threatening symptoms.

## CONTACT TRACING

Highland has created a communication system for staff and families to self-report possible COVID-19 symptoms. All staff and families are to inform office staff of any confirmed or possible exposure to COVID-19. Staff and families will be asked to disclose confidentially any possible further exposure to members of the school community.

Highland leadership will confidentially inform any staff/families of a possible exposure or confirmed case as soon as possible. No specific student/staff/family information will be provided during this notification.



## COVID-19 COMMUNICATIONS

### MODIFICATION TO SCHOOL SCHEDULE & NOTIFICATION OF POSITIVE COVID-19 CASE

**School schedule communications to staff** will be done via email, a Basecamp message, and the staff handbook. **Parents and stakeholder communication** will be done through Facebook, our website, emails, Notes Home Newsletter, registration information, and the parent handbook.

Highland leadership will confidentially inform any staff and families of a possible exposure or confirmed case through these above channels as soon as possible. The school community will receive an email and text message to let them know we have a positive COVID-19 and how we are responding to the case. No specific student/staff/family/classroom information will be provided during this notification.

A email communication will go out to families when Highland moves into **Phase B: Hybrid Model and Phase C: In-Person**. This email will cover Highland expectations regarding acceptable face coverings including the following: who is required to use a face covering, proper use of a face covering, strategies for combating potential bias associated with the use of a face covering, and provision of face coverings for any students who might need one. This email will also provide informational materials to students, staff, and parents and guardians about potential isolation and quarantine expectations if a student, staff member or a close contact is confirmed positive. Information on when to quarantine can be found later in this document.

## **USE OF SIGNAGE**

We use signage with simple language and pictures to inform and remind our community about traffic flow allowing for physical distancing, promoting protective measures, how to stop the spread of COVID-19, social distancing rules, hygiene and face covering expectations, and to identify other COVID-19 safety rules.

Once students and staff return to school during Phase B: Hybrid Model or Phase C: In-Person learning, each entrance door will have a sign requesting that people who have been symptomatic not enter the school. There will be signs and floor markers in hallways bathrooms, and by any hand washing and sanitizing location. Also, they will remind students and adults to maintain social distancing in hallways, front offices, and other common areas.

## **LEVERAGING ONLINE COMMUNICATION CHANNELS**

Highland has a comprehensive plan using a variety of communication tools to provide our community clear, concise, and transparent communication. We will use this plan to ensure that staff and parents receive important COVID-19 information and messages.

Our primary way of communicating with families is through the weekly Notes Home email. Notes Home emails celebrate our weekly work, updates for the next week, and has a dedicated area for resources to help the whole family like our SEL newsletters and unemployment information. Additionally, monthly emails are sent to our broader community to give updates on our yearly progress.

We utilize our Facebook page to reinforce the messages sent in our emails and to communicate any last minute opportunities from our partners. We will also use social media to send reminders about events.

In case of emergency or the need for urgent communication with our families, we will use the texting tool in Transparent Classroom as well as an email. Highland Room Parents will also post information in the classroom Facebook pages.

We are able to analyze email open rates, engagement rates on Facebook, and Transparent Classroom engagement to ensure that all families and staff are receiving important COVID-19 information.



## **REGULATORY FLEXIBILITY NEEDS**

Highland has the autonomy to choose how funds are used to support the school as long as it is in accordance with our charter contract with Milwaukee Public Schools. Attendance and assessments are mandated by MPS.



## **PRIVACY PROTECTIONS**

All digital applications and services Highland uses for student instruction are consistent with the student privacy protections required. The Executive Director and Montessori Coach will have access to all google classroom accounts, for each classroom, and will be monitoring them on a regular basis.

Parents will be asked to sign a consent form for their child to have group classroom teaching sessions recorded and shared with other students in that classroom only.

Consistent with HIPPA, no information about health status of any individual will be released to any parent/guardian, staff person of any children but their own. If any child or staff member test positive for COVID-19, parents/guardians, the Executive Director, all staff, and Highland Community School Board members will be advised. The City of Milwaukee Health Department will also be advised. However, for all these communications no names will not be published or communicated.



# MAINTAINING HEALTHY ENVIRONMENTS



## HEALTH SCREENINGS

- **For Students**, health screens will be done daily at drop-off. Staff will administer health checks and any students exhibiting symptoms will be sent home with their guardian. Staff administering temperature checks will be given gloves and masks as well as a face shield. Thermometers are no contact but will require staff to be within 6 feet of a child for an accurate reading. All parents will be asked to report any reasons for absences, including possible exposure to COVID19. Staff who call home regarding unreported absences will be asking for reasons, including symptoms. This data will be kept secure and confidential by limited office personnel. Notification will be given to any staff or families of a potential exposure to COVID-19, no individual data will be released as a part of this notification.
- **Staff** will be asked to complete a daily health screening check electronically and report clear of symptoms to office personnel. Staff exhibiting symptoms will be sent home. Staff will be instructed to report to office personnel any potential symptoms or exposure to COVID-19. All information collected will be kept secure and confidential. Notification will be given to any staff or families of a potential exposure to COVID-19, no individual data will be released as a part of this notification.



## WHEN TO QUARANTINE

Students or staff are sent home if they have exhibited any symptoms of COVID-19 or if they have had confirmed or possible exposure to someone with COVID-19. On the next page are the requirements to return.

## STUDENTS AND STAFF CAN RETURN WHEN:

COVID-19 SYMPTOMS	REQUIREMENTS TO RETURN
Positive COVID-19 Case (with symptoms) <b>OR</b> Unconfirmed Case (with symptoms)	<ul style="list-style-type: none"> <li>• A negative COVID-19 test; <b>OR</b></li> <li>• At least 3 days (72 hours) fever free without fever-reducing medication, improvement in respiratory symptoms (cough, shortness of breath) <b>and</b> at least 10 days have passed since symptoms first appeared.</li> </ul>
Positive COVID-19 Case (without symptoms)	<ul style="list-style-type: none"> <li>• A negative COVID-19 test; <b>OR</b></li> <li>• At least 10 days have passed since the date of the positive test and no subsequent symptoms have developed.</li> </ul>
Self-Quarantine due to potential exposure	<ul style="list-style-type: none"> <li>• Be symptom-free for 14 days after a potential exposure.</li> </ul> <p>*Employees should quarantine for 14 days away from other people and self-monitor symptoms. Seek medical advice and follow return to work protocols above if symptoms occur.</p>



## HYGIENE: HAND WASHING & HAND SANITIZER

Hand sanitizer will be provided and available at all entrances/exits for use at the beginning and end of the school day. Each classroom has at least one sink within the room for hand washing throughout the day. Students will be instructed to wash their hands as they enter the classroom in the morning and will wash frequently throughout the school day, including before and after bathroom breaks, lunch and recess.



## PERSONAL PROTECTION EQUIPMENT (PPE)

**Face coverings** are meant to protect other people in case the wearer does not know they are infected. On students first day of attendance for Phase A: Remote Learning and then again before students return for Phase B: Hybrid Model, teachers will give students a training on COVID-19 symptoms, how to properly wash their hands or use hand sanitizer, what symptoms they should be aware of and report to teachers, and how and when to properly wear a mask.

Surgical quality masks will not be required, however a cloth/disposable face covering will be required for all staff and students (over the age of 3) in the building and outdoors during the school day. Throughout the school day, staff will reinforce the use of face coverings.

Allowable face covering include:

- Cloth face masks
- Paper or disposable masks
- Scarves
- Religious face coverings

Accommodations will be provided on a case by case basis if staff or students have a documented medical condition or disability that prevents them from wearing a mask.

**Virtual:** Masks or face coverings are required when staff are in the physical building. A supply of disposable masks is available by the building entrance. Wipes/cleaning solutions made available in common areas (i.e. copier) and for classroom use.

**Hybrid:** Masks (non-medical grade) required for use by students and staff. Two masks will be provided to each staff member and student. A supply of disposable masks will be available as a backup for forgotten or soiled masks. Face shields for staff will be available upon request. A supply of gloves will also be available for use when needed.

Face coverings are required in the following situations:

- In all hallways and stairwells, including entering and exiting the building
- In all common/shared spaces – copier rooms, main office, etc.
- In any spaces where you may encounter students
- In your workspace, unless you are the only person in the room
- In anyone else’s workspace (even if you are the only person)
- Outdoors – on or off school grounds when with students



**Gloves** will be required to be used by any staff performing the following functions:

- When handling any food product, including anyone working in the kitchen
- Taking temperatures of any student/staff
- When caring for an ill or injured student, especially when bodily fluids may be present (blood, vomit, etc.)
- When assisting with toileting/diapering

## MONITORING OF PPE

**Virtual:** Leadership will monitor and enforce PPE requirements for staff as they are scheduled to be in the building. Signs are posted around the school reminding staff of guidelines. Facilities staff will monitor supply of all PPE and cleaning supplies and coordinate with office staff to replenish as required.

**Hybrid:** Staff will be asked to agree to all health and safety standards upon their return to the building. Leadership will monitor and enforce PPE requirements for staff and students. Signs will be posted around the school reminding all of guidelines. Families will also be asked to agree to health and safety standards enforced by the school. Reusable masks will be ordered for all staff and students (2 per). Distribution times will be designated for staff and families and will take place outdoors or in a socially distant manner. A supply of disposable masks will also be ordered and will be monitored by office staff to replenish as necessary. Spray bottles and cleaning solutions will be provided to each classroom (2 per) for use during the school day. Facilities and office staff will monitor cleaning supplies to replenish as necessary.



## DAILY CLEANING

### STANDARD NIGHTLY CLEANING

- Wiping tables, chairs, surfaces
- High touch areas: handles, faucets, etc.
- Floors – sweep & mop
- Trash removal

## **DURING THE DAY – HIGH TOUCH CLEANING**

- Recess/playground equipment for staggered recess schedules
- Gym equipment
- Stairwell/railings/handles
- Light switches, sink faucets
- Bathroom surfaces, handles, etc.
- Elevator buttons
- Other shared spaces

## **BETWEEN USES**

- Shared materials, toys, games, art supplies
  - Student supplies will be housed individually and materials unable to be duplicated will be cleaned between uses
- Computer keyboards, mouse
- Phones
- Copier/printers

## **CLEANING PRODUCTS**

Classrooms will use bleach water solution for cleaning and may also utilize cleaning wipes at times. All cleaning solutions used by cleaning staff will be cross-checked with the recommended cleaning products provided by the CDC, EPA and other local agencies. Hand sanitizers will contain 60% or greater alcohol content and follow all current regulations.



## **SYSTEM MODIFICATION**

We will conduct an **HVAC assessment to ensure ventilation systems operate properly** to increase the circulation of outdoor air as much as possible and in accordance with ASHRAE guidance for COVID-19. This will include investigating the quality of our indoor air filters and ensure classrooms have access to fans to be utilized when windows are open to circulate outdoor air.

**Touchless technology** exists for towel dispensers and sinks in student bathrooms. We will also investigate adding touchless technology for bathroom soap dispensers.



# MAINTAINING HEALTHY OPERATIONS



## MOVING THROUGHOUT THE SCHOOL/ PHYSICAL DISTANCING

### SCHOOL DROP OFF

Parents will not be permitted inside the building during drop-off and pick-up times. Times will be staggered by grade level to limit traffic and all four entrances/exits will be utilized during these times. Classroom days will be extended slightly in the morning and afternoon to allow for staggered arrival/dismissal while also limiting the impact on families with siblings across grades. Siblings may arrive together.

#### **Door assignments**

**Southeast Door:** Jungle Family (2S) - Von, Jenna, Martha

**Northwest Door:** Rainforest Family (2N) - Darla, Yifan, Wendy & Donna's class on the 3rd floor

**Southwest Door:** Taiga Family (3S) - Carrie, Zac, Justin

**Northeast Door:** Adolescent Program & Temperate Deciduous Forest Family (3N) - Mary Claire, Alicia, Megan

**Highland Ave Doors:** Toddlers classes use their corresponding classroom door

#### **Staggered arrival times**

**7:50 AM** – Adolescent Classroom

**8:00 AM** – Upper Elementary

**8:10 AM** – Lower Elementary

**8:20 AM** – Children's House

Children's House assistants will station at their assigned entrance during their arrival time to collect their students. Students will go up their designated stairwell to class as a group with their classroom adult. Elementary & Adolescent Program students can go directly to class upon arrival. Classroom assistants at these levels will support drop off by monitoring halls and stairwells.

## **AFTERNOON PICK UP**

Afternoon pickup will take place outdoors at each family entrance (as noted above). Families will be directed to pick up at the exit of their oldest child. School end times will be staggered to allow for distance between the classroom groups. Older siblings can pick up younger siblings from the classroom and then proceed to the oldest child's exit. Students registered for after school care will remain in the classroom with a classroom adult. The other adult (teacher or assistant) will accompany students outdoors and will dismiss them to parents. Additional support staff, as available, will be present at exits to help facilitate. Toddler families will dismiss from their classroom doors on Highland Avenue.

### **Staggered dismissal times**

**11:30 AM** - K3 students

**3:15 PM** - Upper Elementary

**3:25 PM** - Lower Elementary

**3:35 PM** - Adolescent Classroom

**3:45 PM** - Children's House (K4 & K5)

Please note, the K3 program runs from 8:30 AM - 11:30 AM. K3 students should be picked up by 11:30 AM on the days they attend school.

## **TRANSPORTATION**

Highland does not provide transportation for any of our students.

## **INSIDE THE CLASSROOM**

Since Montessori Classrooms are usually set up with tables and we have very large classrooms, we will be able to accommodate half the number of students comfortably in a socially distant manner during both Phase B: Hybrid Model and Phase C: In-Person Learning. Students will be encouraged to remain in the classrooms throughout the day, wear masks when in the building and on the grounds, and to practice good hygiene including washing hands often.

Each classroom has two sinks for students to wash their hands and extra masks will be provided for students who forget their masks. Students will wear masks at all times in the classroom, unless eating or drinking. The classrooms will be set up in a way that accommodates social distancing among students within their classroom and cohort with the use of physical barriers, floor markings, and furniture placement.

## **OUTSIDE OF CLASSROOM (E.G. ALLOWABLE ROUTES IN BUILDING HALLWAYS, BATHROOM PROTOCOLS)**

### **Hallways**

All hallway floors will have arrows marking the direction for students and staff to follow. Floor marking will be utilized in waiting areas and at entrances to provide social distancing cues. In the case of emergency, hallway monitors will assist with social distancing.

### **Water fountains**

All drinking fountains will be deactivated, instead students will use water bottles in class, filled using sinks in each classroom. The school will help supply water bottles to families who may not have them.

### **Bathrooms**

Bathrooms will be capped at a maximum capacity of 4 students per bathroom. Classrooms will send only 2 students (1 boy and 1 girl) to the bathroom at the same time. Signage will be posted to inform students and staff of capacity limits. A hallway monitor will be present during the day to monitor usage of the bathroom as needed, especially for younger students.

### **Other Common Spaces**

Common spaces within the school will be closed to their usual purpose (i.e. art room, library, etc.) and students will remain in their own classroom during the school day. Enrichment staff will provide services virtually or within each classroom in a socially distant manner. Common use spaces will be repurposed during the hybrid phase to accommodate for additional work spaces for students and staff, as needed.

During the hybrid model, all field trips and activities that involve guests or visitors will take place virtually.

## **RECESS, RECREATIONAL ACTIVITIES, AND SPORTS**

During Phase B: Hybrid Model, a schedule has been made to designate specific recess time for each classroom cohort. Cohorts would be in separate areas of the playground and rotate daily so they all have access to the different areas. Time will be built in for recess monitors to clean playground structures/equipment at the end of each recess time. This will be attained by having classroom teachers pickup students from their classroom's playground entrance/exit at the end of recess. Staff and students will be required to wear masks when outdoors for recess.

We will not hold any competitive sports activities at the school during the virtual or hybrid models.



## BUILDING VISITORS

**All parents and visitors will not be allowed in the building** during Phase A: Remote Learning and Phase B: Hybrid Model. Only essential visits (i.e. contractor visits, emergency services, parents picking up sick children) will be approved. All visitors to the building would enter through the main entrance and need to have their temperature checked and questions answered regarding their health. All visitors would be required to wear a mask and use hand sanitizer upon arrival. Visitors will be escorted to the main office where physical barriers have been installed for partitions.



## COMMUNITY TRAINING

Staff will be trained on necessary health and safety protocols before school starts. Staff will be trained on COVID-19 signs and symptoms, as well as state and local mitigation efforts at the time of the training. Staff will be given a Staff COVID-19 Guide that will provide instruction on school health and safety policies as well as sick leave policy updates and the important of not reporting to work when ill.

Before students return to school, teachers will go over health and safety rules and we will provide signs, etc per classroom and throughout the building.