

COVID-19 Reporting and Response F.A.Q.S.

How will families be notified if a student is exposed to COVID-19?

All notifications to families will be handled by the Department of Health. An epidemiology team will provide tracing and the team will determine if there is additional exposure, and if additional notification is warranted.

How will possible COVID-19 exposure be traced?

The Department of Health will address tracing procedures and other related logistics once a student or staff member has been identified. An epidemiology team will provide tracing and the team will determine if there is additional exposure, and if additional notification is warranted. School personnel provide all necessary information to the Department of Health to assist them in contact tracing and notifications.

When is it safe to return to work/school for faculty, staff, and students after COVID-19 exposure?

The Department of Health will handle all clearances for faculty, staff, and students to return to work/school.

Who should parents contact if they have any questions or concerns regarding COVID-19 cases at Ivy Hawn?

Mrs. Blinn, the school nurse, is the school COVID-19 medical contact reporter for the Department of Health. All parents should directly contact Nurse Blinn at ext. 112 if they have questions or concerns regarding COVID-19 cases.

Does Ivy Hawn have a COVID-19 School Response Team?

Yes, Ivy Hawn has a COVID-19 School Response Team and it is as follows:

Mrs. Conway, Principal, is the COVID-19 educational coordinator for the school and regularly meets with the School Response Team to provide updates and approves all COVID-19 related reporting procedures and protocols for the school.

Mrs. Blinn, school nurse, is the school COVID-19 medical contact reporter for the Department of Health. All parents should directly contact Nurse Blinn at ext. 112 if they have questions or concerns regarding COVID-19 cases.

Ms. Drager, Middle School Assistant Principal, is the academic transition contact for students who are absent for extended periods of time for any reason and will contact teachers directly to provide dates of absence and return dates. She will provide directions on all classwork consolidated into one e-mail to send to parents. Note: Teachers are still required to communicate with families after the initial e-mail is sent by Ms. Drager. Parents requesting to pick up materials will be handled on a case by case basis and will be approved by Mrs. Conway only under extenuating circumstances.

Ms. Nielsen, Assistant Principal for Academic Support, will assist students in the transition from Innovation learning to Face-to-face learning.

Mrs. Ventura is the substitute contact for employees who need coverage and will ensure substitutes receive adequate plans and follow established school procedures.

What, if any, safety precautions is Ivy Hawn following in response to COVID-19?

Ivy Hawn continues to follow the most recent CDC guidelines, as they are continually updated. These guidelines can be reviewed at <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/> and can be reviewed on our Reopening Plan on our homepage. For additional safety precautions, the following procedures have been added:

- A. All check-ins, check-outs, and inquiries must occur at our Main Administrative Office located at 133 E Ohio Ave. No visitors will be allowed in either lobby without first checking in at the main office due to safety and security reasons.
- B. In order to avoid confusion for staff and ensure the safety of our students, please do not check your child out past 2:30 PM as we are preparing for dismissal. If it is an emergency, please contact Mrs. Conway's secretary, Mrs. Vayko at ext. 320.

If my child is quarantined, can they Zoom into class at the designated times?

This will be dependent upon the teacher from subject area and grade level. Depending on the length of absence, teachers will let you know and send link if applicable.

Who do I contact for a list of required assignments to be completed at home?

Parents are not required to contact the school. Ms. Drager, Middle School Assistant Principal, is the academic transition contact for students who are absent for extended periods of time for any reason and will contact teachers directly to provide dates of absence and return dates. She will provide directions on all classwork consolidated into one e-mail to send to parents. Note: Teachers are still required to communicate with families after the initial e-mail is sent by Ms. Drager. Parents requesting to pick up materials will be handled on a case by case basis and will be approved by Mrs. Conway only under extenuating circumstances.

If my child has trouble with an assignment while working at home, how do they get help?

Students can contact the Student Success Center at Extension 115 or email Ms. Cadoura at cadouran@ivyhawnschool.org who will assist the student or get additional work from the teacher.

Where can I find more information about procedures and protocols regarding Ivy Hawn's reopening plan and COVID-19 response?

On Ivy Hawn's website, in Section 1 of our reopening plan; as well as, our related procedures listed in Section II that enables the school to run more efficiently and adhere to safety guidelines.