

COVID Procedures/Protocols

2021-2022



School Arrival/Departure:

School doors will open at 7:20am for students. Students will not be supervised prior to 7:20am. Students eating breakfast will go directly to the cafeteria to pick up their breakfast and will eat in the side cafeteria. Students who are not eating breakfast will either go directly to their classrooms or to their common spaces and dismissed for class at 7:45am.

Kindergarten - Third Grade: Student will wait in their classrooms before school with their homeroom teacher.

Fourth/Fifth Grade: Student will wait, socially distanced, in the theatre each morning.

Middle School: Student will wait in their classrooms or socially distanced (where possible) in the cafeteria based on their first class of the day. Students will be dismissed to class at 7:45am.

Week (Supervision)	Downstairs classes (including D Building)	Upstairs Classes
8/30-9/3 (Sever/ Andreason/ Senf)	Cafeteria	Classrooms
9/6-9/10 (de Rose/ Kearney/ C. Barnes)	Classrooms	Cafeteria
9/13-9/17 (Scitney/ Frederick/ Halpin)	Cafeteria	Classrooms
9/20-9/24 (Morris/ Rodgers/ Hymes)	Classrooms	Cafeteria
9/27-10/1 (Heller/ Kushner/ Stewart)	Cafeteria	Classrooms
10/4-10/8 (Smith/ F. Taylor/ Marke-Lares)	Classrooms	Cafeteria
10/11-10/15 (Stone/ S. Wilson/ STEM)	Cafeteria	Classrooms
10/18-10/22 (H. Taylor/ Zeak/ A. Wilson)	Classrooms	Cafeteria
10/25-10/29 (Baldoni/ Barnhart/ Rosso)	Cafeteria	Classrooms
11/1-11/5 (Pujol/ Crim/ Baker)	Classrooms	Cafeteria
11/8-11/12 (Mantilla/ Potter/ Jones)	Cafeteria	Classrooms
11/15-11/19 (Jones / Rodgers/ Barnhart)	Classrooms	Cafeteria

11/29-12/3 (Baker/ Crim/ Baldoni)	Cafeteria	Classrooms
12/13-12/17 (Smith/ F. Taylor/ Rosso)	Classrooms	Cafeteria

Visitors/Volunteers:

Visitors will need to check in at the administration office before school, during the school day, and after school. We use the Raptor or SchoolPass system to complete background checks on individuals coming into the school. A driver's license will be needed to enter the building. Please make sure you are symptom free before coming to the building and all adults need to be masked in accordance with Volusia County Schools policies. Updates will be made to this plan given new data presented and guidance from Volusia County Schools.

We will limit the amount of visitors in our building to lessen the amount of exposure.

Materials:

School supplies will not be shared if possible. This will occur in all environments that a student attends. Teachers and students will continue the good habits of frequent hand washing and cleaning of desks/materials.

Protocols for students exhibiting symptoms of COVID:

- Parents will be notified to request immediate pickup of their student.
- Ill students exhibiting contagious symptoms will be asked to wear a mask, if tolerable, in all waiting room areas.

Protocols for quarantines and positive cases of COVID:

- If your child receives a positive COVID test, please notify Ms. Nielsen and Mrs. Suhr immediately. (nielsenk@ivyhawnschool.org and suhrd@ivyhawnschool.org)
- The COVID response team will reach out the health department for guidance and begin contact tracing utilizing attendance, and classroom seating charts/group assignments.
- Middle school students will need to notify Ms. Nielsen and Mrs. Suhr of the students they sat by at lunch for their contact window (usually two days before symptoms or positive test result).
- If your student is subject to a quarantine, you will receive a Remind message from either the classroom teacher for a classroom quarantine or from Mrs. Suhr. If the quarantine number is low, and we are able, we will give each family a call. It will be VITAL that you are signed up to receive messages from Remind (@ivyhaw) and/or you are diligently checking the email you have on file with us.

Confidentiality & Communication:

All information related to employee or student personal health is strictly confidential. The Federal Educational Record Privacy Act (FERPA) protects all student education and health information. The Health Information Portability Accountability Act (HIPAA) protects all individual health information. It is important to maintain everyone's privacy.

- COVID-19 is a reportable condition to the FL Department of Public Health; all reporting will be done by the Ms. Nielsen and/or Mrs. Suhr. Public health authorities require this information in order to mitigate the spread of communicable disease; FERPA and HIPAA allow for this information to be shared.
- Employees, students, and parents are asked to use discretion when sharing information with others that you may know to ensure we maintain the privacy of our community members.
- Stakeholders will be notified of any verified school or workplace exposure without identifying any individuals who may be ill or quarantined. **Please help us maintain confidentiality!**