



Felton Laboratory Charter School



UPDATED 10/4/21

SCHOOL RE-ENTRY PLAN

2021 – 2022 SCHOOL YEAR

FLCS 2021 – 2022 School Re-entry Committee Members



- Famon V. Whitfield, III
- Jacqueline Jamison
- Natasha Berry
- Audrey Hallingquest
- Andrea Green
- Herbert Carson
- Lois Shuler
- Teranesa Bartley
- Edwina Tarte
- Romontria Rivers-Spigner
- Robbin tucker
- Steve Martin
- Laverne Stephens
- Simone Young
- William Davis
- William Burgess

Message from Mr. Whitfield



Hello Faculty, Staff and Felton Families:

This has been and continues to be a challenging time for everyone. Over the last weeks, we have worked diligently to study the guidance from national, state, and local officials, as well as seeking input from parents and stakeholders. With this in mind, we know that after presenting this plan, it may change and as you read it, you will likely have questions.

This is a complicated issue, but we have done our best to use a scientific approach to the development of our plan. Keeping our students and staff as safe as possible is our top priority.

We will begin the Five-Day, Face-to-Face learning on July 19, 2021. There will be no other option offered by FLCS. Any changes to our status will be made using the guidelines from SC DHEC based on confirmed cases of COVID-19 in our school or community.

Thank you for your patience. Even if you do not agree with all parts of our plan, we hope you know that we care deeply about our students, and we will continue to work hard to do what is best for them.

Our faculty, staff, students and families are what makes our school community the caring place it is! We will get through this together. We are looking forward to a positive and productive school year.

Sincerely,

Famon V. Whitfield, III

Table of Contents



- Overview
- Goals and Guiding Principles for Re-opening Schools
- Guidelines for Exposure
- Felton Laboratory Charter School Health and Safety Protocols

Overview



This guide presents protocols to prevent the spread of the novel coronavirus that causes COVID-19. When there is guidance/guidelines from the Center for Disease Control, the South Carolina Department of Health and Environmental Control, (SCDHEC) or the South Carolina Department of Education, (SCDE) we will implement those changes and put guidelines in place.

The top priority in all decisions made by Felton Laboratory Charter School is the health, safety and well-being of our students, employees and Felton families. This document is subject to revisions. When the circumstances surrounding the COVID-19 pandemic changes, this guidance may also change.

Returning to School



FLCS has developed a plan for multiple learning environments to operate. These plans are focused on protecting the health, safety and wellness of students and staff. Our goal is to provide all students the best possible learning experience that is as close to normal as health and safety allow. Felton Laboratory Charter School acknowledges that these plans are intended to mitigate risk. **There is no single measure or plan that will eliminate the risk of the viral transmission, but the implementation of several coordinated actions can reduce the risk of the viral transmission. Key considerations for determining these new learning environments:**

- Health and Safety of Students, Teachers and Staff
- Impact on Families and the Community
- Academic Recovery and Acceleration
- Learning Access and Equity

Goal and Guiding Principles for Re-Opening Schools



Goal:

Develop an adaptive plan for the safe reopening of Felton Laboratory Charter School that can evolve based on science and circumstances.

Guiding Principles for Re-Opening Schools

FLCS will always:

- Keep service to students above all else.
- Take responsibility for the success of all students.
- Care passionately about working with students.
- Build strong, positive relationships with students, staff, parents, and community.
- Model and promote civility and integrity.

FLCS Models of Instruction



Model 1: Traditional

“In this scenario, health guidelines and facility considerations allow for all students and staff to return to a school building to reopen the school year due to low or no spread of COVID-19 in the area and low to no positive cases within the school building”.

Model 2: Virtual

“In this scenario, all students and staff are unable to return to a physical building due to high spread of COVID-19 in the area and high numbers of positive cases within the school building”.

FLCS Guiding Principles



- **Lowest Risk:** Full sized, in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.
- **Highest Risk:** Students and teachers engage in virtual-only classes, activities, and events.

Source: Consideration for K-12 Schools: Readiness and Planning Tool.

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/community/School-Admin-K12-readiness-and-planning-tool.pdf>.

Guidelines for Identifying Covid Symptoms For Students and Staff



GUIDELINES FOR IDENTIFYING STUDENTS OR STAFF WITH COVID-19 SYMPTOMS

- One or more of the following symptoms:
 - Fever (100.0)
 - Loss of taste or smell
 - Sore throat
 - Muscle aches
 - Diarrhea
 - Headache
 - Trouble breathing or shortness of breath
 - New or worsening cough
 - Chills
 - Nausea
 - Fatigue
 - Congestion or runny nose

Procedures if a student/staff member is exhibiting symptoms of COVID-19

- Student or staff member will immediately be provided a mask and will report to the school nurse.
- Parents will be contacted to pick up their child within an hour.
- Staff member or parents will be recommended to contact their healthcare provider to see if testing is needed. Staff members are required to report test results to the school. Parents will be recommended to report test results to the school.
- All areas used by a person that is sick will be cleaned and disinfected before further use.

Guidelines for Returning to School Following Exposure or Symptoms



- A student/staff member that has been exposed (within six feet for more than 10 minutes without a mask) to another person (family, friend, other student) that has tested positive with COVID-19 must follow the criteria below:
 - Quarantine for 10 calendar days after the last exposure
 - Monitor symptoms of COVID-19
 - If exhibiting symptoms or tests positive, then a student or staff member must follow those guidelines to return to school.

Guidelines For Exposure In School (Based on SC DHEC Guidelines)



- A student who is sick will remain home for 10 calendar days from first sign of symptoms and must be without fever (without fever reducing medicine) or other symptoms for three calendar days.
- The school will monitor remaining students' daily temperature and symptoms for two weeks.
- Students in the class will wear masks when unable to social distance.
- If 10% of the class displays symptoms of COVID-19, the class will move to virtual learning for 10 school days.
- Administration and school nurse will work with local health officials to determine exposure risk to other students/staff.

Guidelines For Closure of Schools (Based on SCDHEC Guidelines)

- If a classroom has 10% or more of the student population test positive for COVID-19 within a two-week period OR if a building has 10% or more of the total student enrollment test positive for COVID-19 within a two-week period.
- For any positive COVID-19 case at Felton Laboratory Charter School the leadership team will work with local officials from the Department of Health and Environmental Control (DHEC) in determining a course of action on a case-by-case basis.

Guidelines for Returning to School Following Exposure or Symptoms



A student or staff member that thinks/knows that they have COVID-19 can return to school if they meet ALL of the following criteria:

- It has been 10 calendar days since symptoms began and
- No fever (without fever reducing medicine) or other symptoms for 3 calendar days

A student or staff member that tests positive for COVID-19, but does not have any of the symptoms listed above, can return to school if they meet ALL of the following criteria:

- It has been 10 calendar days since the positive test result and
- Has continued to have no symptoms

A student or staff member exhibiting symptoms (not exposed) may return to school with negative test results or a doctor's note stating that a medical evaluation determined that their symptoms were due to another cause. The student must still abide by all health regulations for the cause of the symptoms.

- A student or staff member that is showing symptoms but refuses a COVID-19 test may return to school if they meet ALL of the following criteria:
 - It has been 10 calendar days since symptoms began and
 - No fever (without fever reducing medicine) or other symptoms for 3 calendar days

FLCS Possible School Closure



- The situation surrounding COVID-19 changes daily and is likely to continue to do so for the foreseeable future. Therefore, we cannot fully predict how the virus will directly impact our community next year. It is with that unpredictability in mind that we make our decisions in the best interest of students, families, employees and the community.

Guidelines For Closure of Schools (Based on SCDHEC Guidelines)

- If a classroom has 10% or more of the student population test positive for COVID-19 within a two-week period OR if a building has 10% or more of the total student enrollment test positive for COVID-19 within a two-week period.

FLCS Communication to Parents



- We will adhere to the following procedures for notifying staff and parents/guardians of possible COVID-19 exposure, while protecting private health information according to HIPAA.
- The school will not confirm the identity of a student or staff member who has tested positive for COVID-19.
- The school will notify individuals who have been in close contact with a person who has tested positive. Close contact is defined as contact less than six feet, more than ten minutes, in the last 48 hours.
- The school will require appropriate quarantine periods for impacted individuals.
- The school will share health issues related to COVID-19.

FLCS Parent/Guardian Notification of a Positive Covid-19 Case



- When the school becomes aware of a positive COVID-19 case, the following steps will occur:
 - School nurse will notify DHEC.
 - School will implement Enhanced Health Procedures and Safety Protocols for disinfecting classrooms.
 - School administration will send a letter to parents/guardians to make them aware that their student may have been in contact with a positive case of COVID-19.
 - Contact tracing will occur to identify any persons who may have been in “close contact” and need to quarantine.

FLCS Norms



- Everyone is required to wear a face mask/covering when they enter the building.
- We will have extra mask for anyone that needs one.

FLCS Temperature Checks



- Once students enter the cafeteria, two lines will be designated for all students to have their temperature checked.
 - Kindergarten – 4th Grade (Left Side of the Cafeteria)
 - 5th Grade – 8th Grade (Right Side of the Cafeteria)
 - Temperatures will be taken by a temperature scanner kiosk.
- If the student's temperature is normal, they will be allowed to proceed to their classroom.
- If the student's temperature is 100.0 or higher, they will proceed to nurse's office and their parent will be called to pick them up.

FLCS Breakfast



- Once the students have their temperatures checked and it is normal, the students will be seated in the cafeteria. At 7:30 a.m., the teachers will pick up the students from the cafeteria and escort them to their homeroom class.
- Students will eat their breakfast in their homeroom class.

FLCS Lunch



- Lunch will be served in the cafeteria on staggered schedule to promote social distance. Food handling procedures will be strictly followed, with particular emphasis on health and safety protocols, including gloves, masks and serving practices.
- The Lunch Schedule is as follows:
 - Primary – 10:40 a.m. – 11:25 a.m.
 - Elementary – 11:35 a.m. – 12:20 p.m.
 - Middle School – 12:35 p.m. – 1:20 p.m.

FLCS Recess



- The students will have recess after lunch.
- Due to safety concerns, students are not allowed to play on the playground equipment.
- Face Coverings/Mask are required to be worn and students are encouraged to practice social distancing.

FLCS 2021 – 2022 Daily Schedule



Primary/Elementary School

- Kindergarten – Fifth Grade
 - 7:50 a.m. – 2:50 p.m.

Middle School

- Sixth Grade – Eighth Grade
 - 7:50 a.m. – 3:15 p.m.

FLCS Classrooms



- Each classroom, media center, gymnasium, cafeteria and office space will have an air purifier.
- Each classroom will be provided with disinfectant spray, paper towels and hand sanitizer.
- The classrooms will be cleaned throughout the day.

FLCS Dismissal



- The students will be dismissed from the classroom.
- The students will exit the building through the gym.

FLCS Health and Safety Protocols

Faculty and Staff



FLCS will implement the following enhanced health protocols to provide for the safety of employees:

- Employees will fill out a daily health assessment, before reporting to work to determine if they are currently experiencing COVID-19 symptoms.
- All employees must practice social distancing as recommended and they are required to wear personal protective equipment.
- FLCS will provide employees with face masks.
- FLCS plans to provide each classroom with disinfectant products so that community use items and tools can be cleaned after each use.
- Masks or face shields must be worn while moving throughout the building.
- Avoid touching face.
- Wash hands thoroughly and often with soap and water for 20 seconds.

FLCS Health and Safety Protocols

Faculty and Staff



FLCS will implement the following enhanced health protocols to provide for the safety of employees:

- If your job requires the use of gloves, wash hands after removing gloves.
- Before and after eating, wash hands thoroughly with soap and water.
- Do not eat in groups if you are not three feet apart.
- Re-apply masks after lunch if social distancing is not possible.
- Staff must wipe down commonly touched items used throughout your workday.
- Remember to use proper hand hygiene before and after removing cloth face covering.
- Custodians will implement Enhanced Safety Protocols for cleaning and disinfecting surfaces and areas.

FLCS Health and Safety Protocols

Student Nutrition



FLCS student nutrition employees will continue to prepare food in our school's kitchen following very strict food safety and sanitation procedures as required by the USDA, OSHA and SC DHEC.

What will look different this year:

- Students will receive their breakfast in the classroom to encourage social distancing.
- The cafeteria tables will be sanitized after each use.

FLCS Health and Safety Protocols

Custodial Services



- The school has been thoroughly cleaned and disinfected - carpets cleaned, floors scrubbed and waxed, equipment sanitized, and restrooms disinfected from ceiling to floor.
- All classrooms, restrooms, cafeteria, media center, hallways, offices and any other occupied space in the school building will be thoroughly cleaned and disinfected prior to the arrival of students and faculty and again after the departure of all occupants at the end of every school day. The school will be fogged daily.
- Routine cleaning and disinfecting will occur during the school day of all objects to include but not limited to desks, chairs, doorknobs, sink handles, countertops and light switches that are frequently touched.
- Disinfectant wipes that are EPA approved will be provided for use on tablets, touch screens, keyboards, remote controls and other high touch surfaces.

FLCS Health and Safety Protocols

Custodial Services



- All water fountains will be turned off.
- Students will be allowed to bring bottled-water.
- At night after initial cleaning and disinfecting has been completed, a team member will spray the school with a spray mister machine containing a disinfectant on the N-List from the EPA for COVID-19.

FLCS Health and Safety Protocols

Maintaining Healthy Spaces



FLCS is taking actions to ensure the campus supports health and safety. These actions include signage and floor markings to remind students of social-distancing practices. There may be some changes to foot-traffic flow through buildings and furniture placement in the classrooms. FLCS recognizes that some parents of students with complex medical needs will have additional concerns. Students with disabilities and employees who work with them are expected to practice social distancing when possible.

Face Coverings

FLCS will require the use of face coverings for students and staff. The school is providing face coverings to all staff and will provide face coverings for any student who cannot provide their own. Appropriate face coverings include cloth face coverings, neck gaiters, face shields, and masks. Designs on face coverings should not be disruptive to the educational process and should follow the dress code policy restricting logos and clothing that promote alcohol, drugs, tobacco, racism, hate, gang affiliation, nudity, violence, and profanity.

Handwashing

The CDC recommends everyone wash their hands often with soap and water for 20 seconds. FLCS will be incorporating handwashing breaks into the school day and reinforcing handwashing during key times throughout the school day. If your child has sensitivities to hand sanitizer, please communicate this with your child's teacher so they can provide your child other opportunities to clean their hands.

FLCS Health and Safety Protocols

Maintaining Healthy Spaces



Hand-Sanitizing Stations

Hand sanitizer dispensers will be provided in each classroom and readily available throughout the building.

Visitors

To protect the health and safety of our community, only essential visitors will be allowed on school campuses to minimize the number of people on-site. No outside guests will be allowed to visit the classroom or during lunch time. All efforts will be made to keep necessary visitors to a minimum, including the use of virtual or telephone meetings with families and guests. Parents meeting on-site with school staff must follow social-distancing guidelines and wear masks when appropriate.

Athletic and Co-Curricular Activities

FLCS will follow the South Carolina High School League's phased re-entry plan for athletics and follow all Operational Health and Safety Protocols for extra-curricular activities.

Field Trips

For the upcoming school year, in-person field trips have been suspended through December 10, 2021, to ensure the safety of our students and staff but will be reviewed again in January 2022.

After-School Programs

After-school programs will continue to be available but may be modified or reduced to reflect changes to the school schedule and adhere to the capacity requirements

FLCS Health and Safety Protocols

Social and Emotional Health



The volume of information in the media and elsewhere about COVID-19 can cause concern for parents and students. Here are some tips to help address your family's social and emotional needs:

- Share age-appropriate information with students and correct misinformation.
- Reassure children that they are safe and that adults are working to keep them safe.
- Emphasize ways children and families can be “germ-busters” and reduce the spread of illness.
- Try to keep routines as normal as possible.
- Limit the amount of exposure to television and social media regarding COVID-19.

Our school is thoughtfully planning how to support all students' mental and emotional well-being upon their return to school.

If you have concerns about your student, please contact your student's school counselor.

COVID-19 Resources



- **Quarantine Instructions**

https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fif-you-are-sick%2Fquarantine-isolation.html

- **School Operations**

https://www.scdhec.gov/sites/default/files/media/document/School_Operations_COVID-19_Interim%20Guidance-5.18.20.pdf

- **CDC Considerations for Schools**

https://www.cdc.gov/coronavirus/2019-ncov/community/schools-child-care/schools.html?deliveryName=USCDC_2067-DM28938

- **DHEC Guidance**

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/schools-childcare-centers-covid-19>

- **DHEC Frequently Asked Questions**

<https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/frequently-asked-questions-covid-19>