

SUMMIT SCHOOL

SUMMIT HEALTH & SAFETY GUIDELINES

**Preschool-
Eighth Grade**

**Updated:
February 2021**





Health and Safety Guidelines

Along with schools across the world, Summit has reassessed and re-imagined our approach to instruction, while meeting the learning needs of our students during the COVID pandemic. We have been guided all along by both our duty to protect the health of our community, and by Summit's mission, so that students continue to be inspired to pursue their personal best and thrive. A creative and flexible mindset, an innovative faculty and staff; dedicated to creative problem solving, and a community committed to perseverance and adaptability are needed. All are abundant at Summit, and we will need to keep drawing on them as we navigate the ongoing challenges ahead. This document details **Summit's Health and Safety Guidelines**, which will evolve along with local public health conditions. We look forward to another year filled with learning, laughter, and growth for our students!

Health & Safety



Definitions:

STAGE 1: Virtual Summit--all K-8 students are distance learning; some preschool students are on-site; others are learning virtually.

STAGE 2: On-Campus & Summit Sync K-8 students return to campus for in-person instruction, with the option of ongoing distance learning available (**Summit Sync**) for those who choose.

If public health conditions require it, Summit will return to Stage 1 to protect the safety of our community.

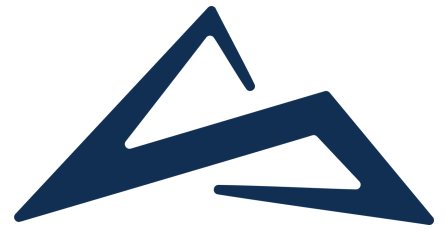
On-Campus Learning & Summit Sync:

Recent research supports that the substantial health and safety measures we have implemented, as well as additional investments in technology, will allow us to safely continue classes on campus using a hybrid classroom model. Parents will be able to choose between on-campus instruction in the classroom, or **Summit Sync**, our ongoing distance-learning option.

The steps Summit is taking include:

- Daily symptom checks at home and at school
- Requiring face coverings to be worn on campus
- Requiring physical distancing to the extent allowed by campus spaces
- Mandatory hand washing and respiratory etiquette procedures
- Increasing spacing in classroom layouts to allow for physical distancing and the use of dividers in the classroom
- Adding an extra custodian to the Summit Staff
- Enhanced cleaning and sanitization procedures
- Adjustments to the weekly student schedule to minimize student transitions between classrooms
- Expanding designated quarantine spaces
- Specific protocols for students and staff showing symptoms and when a positive COVID-19 diagnosis is made
- Facility modifications, including improvements to our air conditioning filtering system

Health & Safety



Summit's Commitment:

Summit is following the guidance of authoritative public health sources and agencies, including the CDC, Arizona Department of Health Services, Maricopa County Department of Public Health, as well as medical and emergency experts within the Summit community.

Our plans focus on your child, our faculty and staff, and the Summit community. It is Summit's strong desire to continue with on-campus learning for all when it is safe to do so with available resources. We recognize that our students learn best in an in-person learning environment on our campus, as public health conditions allow for it. Summit's campus environment supports student learning and social-emotional needs; while also reducing the risk of virus transmission. The school has taken many significant steps to mitigate this risk, which are communicated throughout this document.

As we continue to monitor the pandemic's course, we may need to modify these plans. We ask for your flexibility and understanding should we need to make changes in the future.

Parents' Commitment:

Parents are our partners in the learning process at Summit. Cooperation in following public health guidelines, especially concerning face coverings, hand washing, respiratory etiquette, and physical distancing is vital to our collaboration in maintaining the health and safety of our community.

We urge parents to match our commitment to support your student's academic and social-emotional growth, both on and off campus. Families are urged to stay vigilant about every symptom in your home, and to continue open communication with the school. If any member of your family is displaying symptoms, a student has a known positive exposure, or anyone in the student's family tests positive for COVID-19, please contact the Heads of School immediately, and stay at home. This is especially important regarding the health of those within their household. One of Summit's Heads of School must be notified as soon as possible if there is a possible exposure or confirmed COVID case within the household. We ask for as much information as possible, as we work together to protect our community.

Every family must sign a Summit School COVID-19 Acknowledgement and Release Form prior to returning to campus for the 3rd quarter, even if one was completed for the Second Quarter. This form will be emailed to families and may be returned electronically or in person.

Health and Safety Procedures



Daily Symptom Checks at Home and at School:

To support a healthy campus, parents are asked to perform daily symptom and temperature checks of their children at home before leaving for school. If a student has a temperature of 100.4° or higher, or is symptomatic, he/she should stay home. Every morning, staff members will conduct a temperature check of each student, using non-contact infrared thermometers, upon arrival at school. If, it is 100.4° or higher, the student may not exit their vehicle and will need to leave immediately with his/her parents and follow the procedures listed on page 7.

Physical Distancing:

Beyond keeping sick individuals at home, the next most effective tool in mitigating the spread of COVID-19 is physical distancing. Students will be required to maintain physical distancing at all times while on campus. Classrooms will be set up for maximum distancing permitted by the space. Desks will be arranged so students face the same direction. Plastic dividers will also be used to keep students safe. Physical distancing will be maintained when students eat lunch in the Multipurpose Room (MPR), where seating will be carefully arranged to meet CDC guidelines.

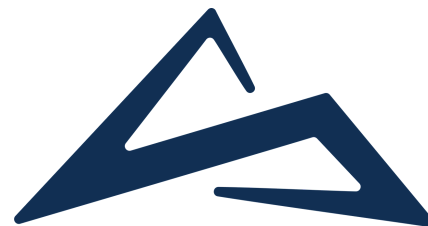
Cohort Grouping by Homeroom:

All K-8 students will stay with their class (cohort) during classes, breaks, lunch, and recess. Cohorts will remain separated from other groups of students as much as possible. To keep cohorts apart from one another, K-5th students will remain in their homeroom classroom (apart from breaks, lunch, and designated times) with a reduced number of transitions to Specials classes. Middle School students will change classes. Student movement on campus will follow defined traffic flow patterns to minimize contact with students outside their cohort.

Campus Zoning:

We are committed to providing time and a safe space for students to play outside. Students will stay with their cohort in one of six designated zones during lunch, breaks, and recess to minimize contact with other students. Cohorts will be able to play only in their designated zone--basketball court (2), grass fields (2), play structure, courtyard--during their assigned time. Sufficient time will be allotted between cohorts using playground equipment to allow for it to be sanitized before the next cohort, with particular attention given to sanitizing high-touch areas, including climbing structures, sliding structures, picnic tables, bleachers, and balls/equipment.

Health and Safety Procedures



Face Coverings:

Wearing face coverings is an important way that the Summit community can protect one another on campus. **Summit requires that all students, preschool through eighth grade, wear cloth face coverings at all times on campus.** During all school recesses, K-8 students must wear masks. This includes the playground, courts, field, and courtyard.

On-campus students will be required to bring two clean, labeled masks to school every day. These should be 2-ply masks that cover the mouth and nose, and fit snugly. Any images or messages on masks must be school appropriate. Masks with exhalation valves, neck gaiters, bandanas, or face shields are not approved, per the CDC and not approved for use at Summit.

We recognize that this requirement will pose special challenges for some of our youngest learners, and we will be considerate of their age and developmental stage. Parents are encouraged to work with your student at home in building the habit of wearing a mask, so he/she is more comfortable. Alternative arrangements will be made for students with documented health conditions, with appropriate medical guidance, that may be affected by wearing a mask.

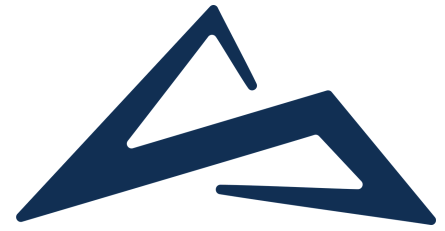
Hand Washing Protocols:

Our hand washing policies follow guidelines set by the CDC, AZDHS, and NAEYC. All staff and students will practice healthy hand hygiene. Teachers will implement practices for mandatory hand washing multiple times each day. Summit requires that all students wash their hands with soap and water for at least 20 seconds, or use hand sanitizer with at least 60% alcohol, at the following times: upon arrival at school, before and after eating, after being outside for physical activity, after coughing, sneezing, or blowing their nose. There are 63 sinks on campus, a ratio of 1 sink for every 5 children, that are usable by students, and hand sanitizer stations in classrooms. All cleaning and sanitizing supplies will meet CDC standards. In addition, an Electrostatic sprayer will be used on all high-touch surfaces for added disinfection.

Enhanced Cleaning and Sanitization:

Summit is following CDC guidelines for all cleaning protocols. Enhanced cleaning practices include cleaning within classrooms, as well as common spaces and high touch areas during the school day, and sanitizing the entire campus each night. Restrooms and commonly touched surfaces, such as doorknobs, handles, and dispensers, will be disinfected during the day and every night. Each classroom will be equipped with cleaning and disinfecting supplies.

Health and Safety Procedures



COVID Symptoms and Illness Procedures:

These health procedures are focused on COVID symptoms and illness, based on CDC guidance and ADHS regulations. Summit's complete illness policy, and health procedures, may be found in the Parent-Student Handbook.

The proper place for a sick child is at home. If your child displays any of the symptoms listed below, and/or has an infectious or communicable disease, it is vital to the health of the community that you keep your child at home. **If they show two or more of these symptoms you are required to quarantine your child. If the child shows symptoms, the school requires a negative COVID test. Recommended test is the polymerase chain reaction (PCR) test.**

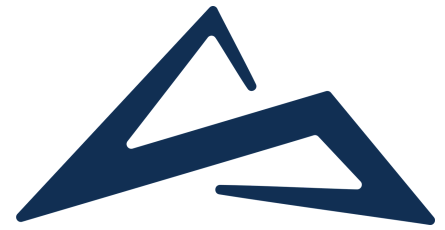
- Fever of 100.4 or higher or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Persistent cough
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- New rash

A student who experiences symptoms while at school must notify an adult. He/she will be sent to the front office immediately, remain in the established and discrete quarantine space, and need to go home. A parent/guardian will need to pick the student up within 30 minutes of being notified.

If there is a positive case of COVID-19 on campus, we will follow these steps:

- If a student tests positive for COVID-19, parents/guardians are required to notify the Head of School or Assistant Head of School within 24 hours of the test. We ask that parents also inform us if a member of the student's household tests positive.
- In the event of a Summit student or staff member testing positive for COVID-19, Summit will notify local health officials, and any staff, or students/parents, if they have had contact with the person, in accordance with HIPPA regulations.
- Per CDC guidelines, if a student tests positive for COVID, the student's entire class will be notified, that class will be quarantined, and switched to distance learning.
- Child and family privacy, along with the health and safety of the school community, will be respected.
- The school will collaborate with Maricopa County health officials on contact tracing and communicating with affected students and families. If there are multiple cases within our community, we will follow the guidance of the Maricopa County public health department about next steps.

Health and Safety Procedures



COVID Symptom and Illness Scenarios: The descriptions below define school policies in various scenarios.

A student who tests positive for COVID-19 must quarantine at home for 10 days since symptoms first appeared, and until symptoms have resolved, including being fever-free, for 24 hours (without the use of fever-reducing medication). If a sibling who attends Summit is exposed to the student who tests positive, they must quarantine for 14 days.

A student who tests negative for COVID-19, who has had COVID-19 symptoms, must remain home until symptoms have resolved, including being fever-free, for 24 hours (without the use of fever-reducing medication). If the symptoms persist, then the student should get tested again after 4-6 days have passed since symptoms first appeared.

If a member of the student's household (living in same home) has received, or is awaiting COVID-19 test results, students in that household must stay home until test results are confirmed. **If results are negative**, the students in that household may return to campus, provided they are symptom-free. **If test results are positive**, students in that household must remain at home for 14 days since symptoms first appeared and until symptoms have resolved for 24 hours (without the use of fever-reducing medication).

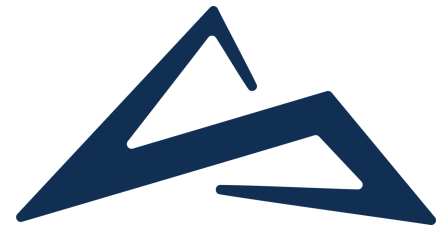
If a student has had close contact with someone with COVID-19 (defined as being within 6 feet for over 15 minutes within a 24 hour period before the start of symptoms), the student must remain home for 7 days days after exposure to COVID positive individual (if student receives negative test) or 10 days (without test). If the student has developed symptoms, they must remain at home until symptoms have resolved for 24 hours (without the use of fever-reducing medication).

If a household member (living in same home) **has had close contact with someone with COVID-19**, the student must remain home until the household member receives a negative test result. If test result is positive, see above.

Contacts of Contacts: Students who have been in contact with someone who has been in contact with an infected individual (secondary contact) are generally not quarantined. If one Summit sibling is quarantined due to possible exposure, other Summit siblings may come to campus, provided they are able to avoid "close contact" with the quarantined student. If isolation/avoiding close contact with the quarantined student is not possible, Summit siblings must quarantine for 7 days days after exposure to a COVID-19 positive individual (if student receives negative test) or 10 days (without test).

A student experiencing multiple COVID-19 symptoms should get tested immediately. If the test result is positive, see above. If the test result is negative, then symptoms should be monitored. If symptoms persist, the student should get tested again 4-6 days after the first symptoms appeared. Summit accepts (PCR) negative test results, only if the test is taken 4-6 days after last known exposure. This time period exists to avoid a potentially false negative findings.

Preschool Pick-Up and Drop-Off



**All absences, late arrivals, and early pick ups should be emailed to:
Attendance.Notifications@summitschoolaz.org**

We are setting up the following procedures in order to limit the risk of exposure to and minimize the spread of COVID-19. Families, including guardians, siblings, parents, and caretakers will not be allowed in the preschool building to minimize contact and gathering. The building will only be open to school staff.

Preschool Student Morning Drop Off:

- The driver and all passengers must be wearing masks
- Staff will be outside in the drop off/pick up area in front of the preschool playground side gate between 7:55-8:15 am. Cones will be set up indicating where to drop your child(ren) off.
- Each parent/guardian will also need to acknowledge that they, their child, or immediate family members have not had contact/been exposed to someone with a positive test for COVID 19 in the last 24 hours, and that their child has been fever/symptom-free as a part of the student sign in for DHS
- Staff will greet your child and perform a hands-free temperature check and guide your child to class.
- Please remain in your vehicle at all times.
- If you come to school later for drop off please call the office 480.403.9500 and a staff member will come to your car to escort your child to class.
- Please have a pen in your car for sign in/sign out.

Preschool Student Afternoon Pick Up:

- The driver and all passengers must be wearing masks
- For pick up, staff will be in front of the preschool playground side gate. Please park, and we will have your child escorted to the car when you arrive
- Please come between 3:00-3:20 pm to pick up your child/ren.
- If you arrive earlier than the times listed, please call the office when you enter our lot, and we will have your child brought to your car
- Please remain in your vehicle.
- Please have a pen in your car to sign out.

K-8 Pick-Up and Drop-Off



K-8 Drop-Off and Pick-Up Procedures:

The process by which students are dropped off on campus in the morning, and picked up in the afternoon, has been adapted to provide for physical distancing and cohorting.

K-8 Student Morning Drop-Off: There will be two drop off areas for K-8th grade students. Students will be grouped by family, according to the first letter of their last names.

1. Front Drive/Blue Gate (Family last names A-L)
2. South Gate on Woodland Drive (Family last names M-Z)
3. East Gate (Auction parking spot winners)

Procedures:

1. Families will now be able to drop off students starting at 7:55 am, through 8:15 am
2. Please drive student(s) to the designated area and wait for a Summit staff member to approach the car. The driver and all passengers in the vehicle should be wearing a mask when the staff member approaches.
3. During the winter months, please have the student's window rolled down as you enter the drop off area.
4. Each student's temperature will be taken with an infrared thermometer. Student(s) must remain in the car while their temperature is taken. Students with a temperature below 100.4 may exit the car and walk to their classroom.
5. Students will proceed directly to their classroom.
6. If a student(s) is found to have a temperature of 100.4 or above, or the guardian notes symptoms, he/she must remain in the car and leave with the parent, and meet the return criteria listed on page 7.

K-8 Student Afternoon Pick-Up: the same locations and groupings will be used for both Morning Drop Off and Afternoon Pick Up (see above).

Procedures:

1. Students will remain in their classrooms at dismissal.
2. As a parent/guardian arrives at either the Front Gate or South Gate, the family's last name, student first name(s) and grade level(s) will be radioed to the front desk.
3. Administration will call the student(s) names and grade levels over the school PA system.
4. Students will be dismissed from their classroom by their teacher.
5. Students will be directed to their pick up location by staff who will be stationed throughout the campus.
6. A Summit staff member will meet the student at the pick up location and assist them with getting into the car. The driver and all passengers must be wearing masks. Parents/guardians must remain in the car.

Parents must be ready to pick up their students at dismissal time, 3:10 pm. Parents of students not picked up by 3:30 pm will be assessed a late fee, listed on page 10.

Health and Safety Procedures



Attendance/Absences: Please send all communication regarding student attendance and absence to Attendance.Notifications@summitschoolaz.org

Late Arrivals/Early Departures: If your student needs to arrive late, or leave early from school, please email Attendance.Notifications@summitschoolaz.org. When arriving late, please pull up in front of the office, stay in your car, and call the main number (480) 403-9500. A staff member will walk out to your car, take your student's temperature, and escort him/her in to school, provided their temperature is below 100.4 degrees. When you arrive to pick up your student early, please pull up in front of the office, stay in your car, and call the main number (480-403-9500). We will then call the classroom, ask that your student come up to the office and he/she will be walked out to your car.

Parents and Visitors on Campus:

Only students, staff, and essential personnel will be allowed on campus during the first quarter. Parents will not be allowed on campus. Parents and visitors are asked to schedule Zoom and/or phone meetings with teachers and administrators whenever possible. Anyone entering campus will need to use the front office and do a temperature check and symptom screening process. Parent fobs will be disarmed until further notice.

Extended Day:

We will be unable to offer Extended Day for the remainder of the third quarter, and will provide an update regarding the fourth quarter.

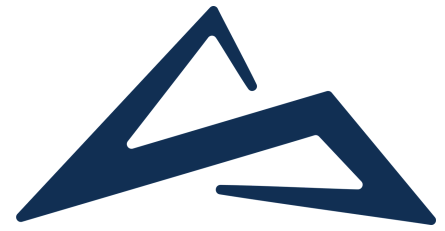
Lunch Procedures:

Students will eat lunch in cohorts in the Multipurpose Room, two grades at a time. The tables will be spaced throughout the room to allow for proper physical distancing between cohorts. Seating will be arranged according to CDC guidelines, with students spaced apart and facing the same direction. Students will wash their hands in the classroom prior to lunch. For students transitioning directly from recess to lunch, they will be given an alcohol-based wipe to clean their hands upon entering the MPR. No food delivery, including from services or parents, can be accepted at this time. All students must bring their lunch to school in a labeled container at the start of the day.

Late Pick-Up Fees:

It is very important that parents pick students up on time. In the instance of repeated late pick up, parents will be billed to the student FACTS account for late pick-up after 3:30 p.m. Starting with the second occurrence, a \$1.00 per minute past 3:30 pm fee per student, with the fee increasing to \$5.00 per minute for additional occurrences.

On-Campus Learning & Summit Sync



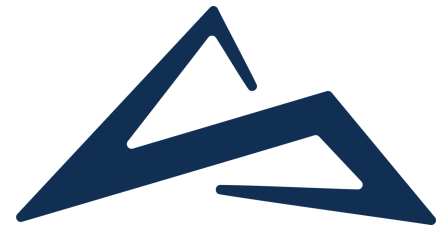
During Stage 2: On-Campus Learning & Summit Sync, classes will be taught so that both students physically in the classroom, and students at home, are learning content and participating in classroom activities. Summit has made significant investments in technology to continue providing exceptional experiences, regardless of the location in which the learning takes. Please note that just as it is impossible to replicate the Summit classroom experience virtually, Summit Sync will not be as robust as learning in the classroom; or as when the entire class is distance learning through Virtual Summit.

- Parents will need to commit to a full quarter either on campus, or at home via Summit Sync. This will help maintain consistency in the classroom community and for teacher planning.
- Under certain circumstances, students will be permitted to change from on-campus to Summit Sync for the remainder of the quarter, as approved by the Heads of School. Students will not be able to change from Summit Sync to on campus until the start of the next quarter. Intermittent switching between on-campus and Summit Sync on some days but not on others, will not be permitted.
- On-campus students who become sick or need to be quarantined will be able to continue learning from home via Summit Sync.
- Just as students may need to quarantine at home, teachers may need to teach from an off-campus location under certain circumstances. In this case, students on campus will participate in class led remotely by the teacher, if he/she is able, and under the supervision of an aide in the classroom

Social-Emotional Learning and Mental Health:

Students will engage in some form of social-emotional learning and/or community-building activities each day to support their overall health. Teachers and support staff will be very attentive to students' social-emotional well being, and to their adjustment to the changes in the learning environment, and the wider world. Our School Psychologist, Mrs. Carol Mauermann, and the Heads of School will be present and engaged in classrooms and with individual students to proactively address issues of stress and anxiety that may be present.

On Campus Learning & Summit Sync



Additional Health and Safety Measures:

- Students need to bring a labeled reusable water bottle/thermos to school every day. Communal drinking fountains will be closed and students will be asked to bring water bottles from home.
- We have upgraded our air filters to MERV 13 to improve the purity of air in the classrooms. Air filters will be changed four times per year per industry standards.
- Teachers will open doors and windows to increase air circulation as weather permits.
- No outside field trips will be possible until further notice.

Clubs and Activities:

Clubs and school activities will meet virtually. As soon as we are able to have in-person meetings that mix multiple age groups, we will do so.

Morning Meeting:

Morning Meeting will remain virtual until it is safe to have large group meetings of students from multiple classes.

