

SUMMIT SCHOOL

SUMMIT HEALTH & SAFETY GUIDELINES

Preschool-
Eighth Grade

Updated:
Fall 2021

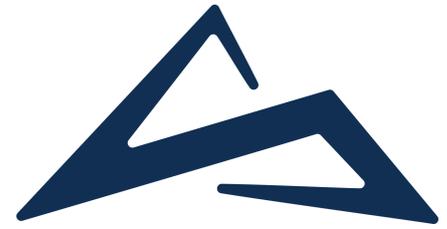




Health and Safety Guidelines

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



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

On-Campus Learning:

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.

The steps Summit is taking include:

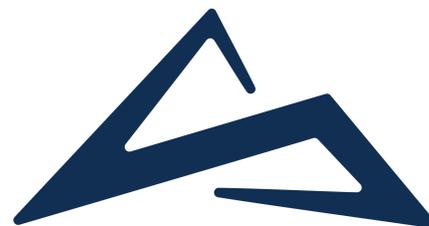
- Daily symptom checks at home
- Wearing face coverings on campus will be optional
- Physical distancing to the extent allowed by campus spaces
- Mandatory hand washing
- Adding an extra custodian to the Summit Staff
- Enhanced cleaning and sanitization procedures
- Specific protocols for students and staff showing symptoms and when a positive COVID-19 diagnosis is made
- Facility modifications, including improvements to our air conditioning filtering system

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. We recognize that our students learn best in an in-person learning environment on our campus. 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.

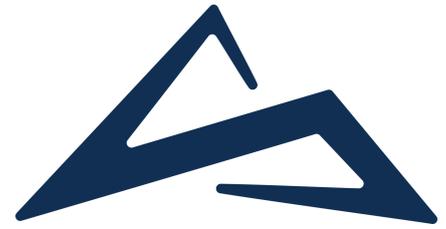


Parents' Commitment:

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.

Health and Safety Procedures



Daily Symptom Checks at Home:

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.

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. Physical distancing will be maintained when students eat lunch in the Multipurpose Room (MPR), where seating will be carefully arranged to meet CDC guidelines.

Face Coverings:

Face coverings are optional for students and staff. Those that choose to wear a mask must follow these guidelines. Face coverings 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.

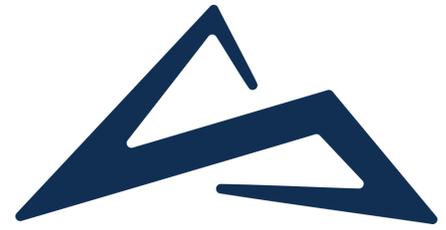
Hand Washing Protocols:

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 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.**

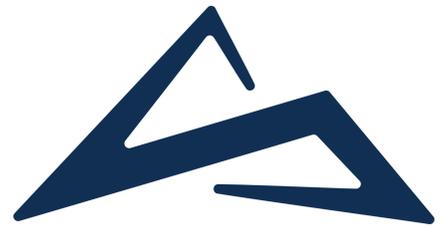
- Fever of 100.4 or higher or chills
- Shortness of breath or difficulty breathing
- Muscle or body aches
- Sore throat
- Headache
- Fatigue
- Congestion or runny nose
- Persistent cough
- Nausea or vomiting
- Diarrhea
- New loss of taste or smell
- New rash

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 an alternative learning model.
- 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).

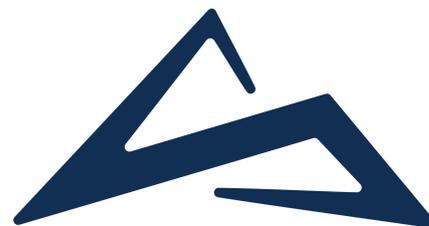
If a student has had close contact with someone with COVID-19 (defined as being within 6 feet for over 15 minutes within a 24 hour period before the start of symptoms), the student must remain home for 7 days days after exposure to COVID positive individual (if student receives negative test) or 10 days (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.

Pick-Up and Drop-Off



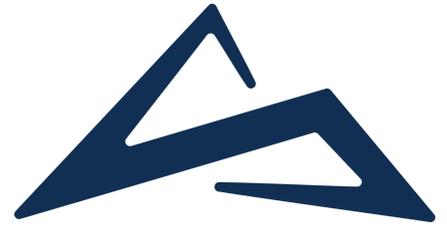
General Guidelines:

- Parents/Guardians are responsible for transporting their children to and from school.
- Parents/Guardians and visitors must park in designated lined parking spaces only.
- Never park in such a way to hinder the flow of traffic or jeopardize the safety of children.
- Parking is not allowed along the red curbs.
- Do not park in the designated spaces purchased by parents/guardians at the annual Summit School Auction.
- State law prohibits neglect and endangerment of children. Never leave children unattended in a vehicle at any time, and always use car seats and seat belts.
- Students cannot be dropped off in the parking lots.
- Pedestrians are not permitted to cut through the carline.
- Please do not try to meet with teachers while they are supervising carline.
- There is no use of wireless phones (or other digital devices) while in the carline.
- At dismissal, please do not arrive earlier than 15 minutes before your child's dismissal, time as this blocks our fire lane and inhibits emergency vehicles from entering our facility.
- Summit School is not responsible for damage to vehicles or theft. Please secure all valuables and use caution while moving through the parking lot and carline areas.
- Key fobs will allow access to campus on scheduled school days at the following times/locations:
- Front Office Doors during office hours (7:45 AM – 3:45 PM)
- Front Blue Gate during drop off (8:00 AM – 8:15 AM), pick up (3:15 PM – 3:30 PM) and Afternoon

Preschool:

- Parents/Guardians must park in a designated parking space or along the street curb and walk their child to the preschool classroom to sign them in and out.
- The previous Preschool Entrance will no longer be used as an entrance or exit.
- Drop Off – All Parents/Guardians will walk their preschool student through the Main Office or Front Blue Gate and go around the back of the Administration building to the new Preschool Lobby, which is located through the double glass doors. Parents will then sign in their child in the classroom and exit through the Main Office.
- Pick Up – All Parents/Guardians will enter through the Main Office or Front Blue Gate and go around to the new Preschool Entrance to sign out their student and then exit through the Main Office or Front Blue Gate.

Pick-Up and Drop-Off



Kindergarten through Fourth Grade:

- The main driveway at the front of the school is a drop off and pick up location for Kindergarten through fourth grade only.
- Drop Off - In the morning, please use the drive-through loop where a staff member will greet your child, or park and walk your child to class.
- Pick Up - In the afternoon, kindergarten through fourth grade students are dismissed from the MPR. Students who are picked up by private vehicles are dismissed from the north side double doors. Students who are picked up by parents on-foot should enter campus through the front gate and proceed to the south side door of the MPR.
- Grades K-4: in MPR. K students stay in MPR even if they have a PS sibling.

Fifth and Sixth Grade:

- Drop Off - Fifth graders and Middle School students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade). The east gate is the official middle school entrance.
- Pick Up - Grades five and six are dismissed at the east gate (unless they have a seventh or eighth grade sibling).
- Grades 5-8: older sibling goes with younger sibling in the MPR for safety reasons. A bench is set up in the MPR for them, and a teacher to supervise.

Seventh and Eighth Grade:

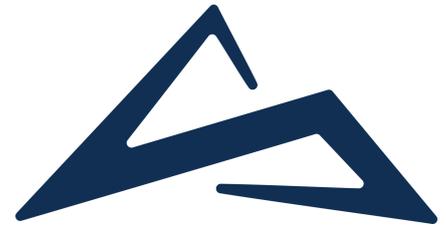
- Drop Off - Middle School students should be dropped off at the east gate (unless they have a younger sibling in kindergarten through fourth grade). The east gate is the official middle school entrance.
- Pick Up - Seventh and eighth grade students dismiss at the south gate on E. Woodland Dr. (along with any fifth and sixth grade siblings) in order to eliminate dangerous traffic situations.
- Grades 5-8: older sibling goes with younger sibling in the MPR for safety reasons. A bench is set up in the MPR for them, and a teacher to supervise.
- For seventh and eighth graders with siblings in MPR, we will reach out to the families on a case-by-case basis. Parents who want their kids to go to the back gate can make this request to HOS.

Front Gate Dismissal:

On occasion it will be necessary for K-4 to dismiss from the front of the school if the MPR is being used for a special event.

- K-4 Pick Up - The pick-up process is still the same, only K-4 students will be dismissed from outside of the Main Office/Front Blue Gate.
- Preschool Pick Up - When K-4 dismissal needs to be moved to a front dismissal we will have all Preschool students dismiss from the Imaginarium. Preschool Parents/Guardians will need to park and walk in to the Imaginarium to sign out their student. A staff member will be waiting at the Imaginarium door to allow you entrance to pick up your student.

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. 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:

Students, staff, essential personnel, and parents will be allowed on campus. Visitors entering campus will need to use the front office and do a temperature check and symptom screening process.

Extended Day:

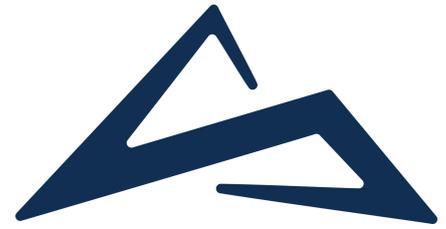
We will be offered this for the 2021-2022 school year.

Lunch Procedures:

Students will eat lunch in the Multipurpose Room. The tables will be spaced throughout the room to allow for proper physical distancing between students. 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. All students must bring their lunch to school in a labeled container at the start of the day. In the event that your child forgets a lunch, parents may drop off lunch for that day at the front desk. We ask that this not be a regular practice.

On-Campus Learning at Summit



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.

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.
- There are 3 water bottle filling stations that students can use to refill their water bottles and thermoses.
- 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.

Enrichment Opportunities:

Limited enrichment opportunities will be available.

Morning Meeting:

Morning Meeting will take place in the MPR on Wednesday mornings.

