

### PROCEDURES & GUIDELINES FOR IN-PERSON LEARNING

<p>These plans will be updated based on new information and guidance from public health officials.</p> <ul style="list-style-type: none"> <li>Last Update: September 16, 2020</li> </ul>	
<p><i>All procedures and guidelines outlined below are established to promote the health and safety of each member of the KIPP Indy Team and Family. These policies are in addition to and supersede all student handbook policies.</i></p>	
<p><b>Who will my student be in class with during the day?</b></p>	<p><b>K-8 STUDENTS</b></p> <ul style="list-style-type: none"> <li>After arriving to school, K-8 students will be assigned to a <u>cohort</u> of students and a <u>single</u> classroom. There will be teams of teachers who will rotate to a set of classrooms based on subject area, but your student(s) will not be in mixed groups for the vast majority of the school day.</li> </ul> <p><b>HIGH SCHOOL STUDENTS</b></p> <ul style="list-style-type: none"> <li>Due to a variety of course requirements and schedules for high school students, students will not be cohorted into a single group and classroom. KIPP Indy will implement disinfecting protocols between class periods and will structure passing period to have smaller groups of students in hallways at a single time.</li> </ul>
<p><b>How will schools promote social distancing?</b></p>	<p><b>CLASSROOMS</b></p> <ul style="list-style-type: none"> <li>Per recommendations from the Marion County Health Department: <ul style="list-style-type: none"> <li>Student seating will be 3-6 feet apart when possible; classrooms will eliminate pod style seating; all desks will be oriented in same direction</li> <li>Furniture will be arranged for teacher to maintain distance of 6 feet from students when feasible</li> </ul> </li> <li>Schools will create transition schedules that minimize number of students and staff in common spaces at one time. <ul style="list-style-type: none"> <li>K-8 will not utilize lockers and personal items will be stored in their cohort's classroom.</li> <li>HS students will be assigned a locker and the school will create schedules for using lockers that decrease volume of students in hallway at one time.</li> </ul> </li> <li>Electives, Music and Physical Education: <ul style="list-style-type: none"> <li>Will be conducted outdoors when possible</li> <li>Teacher will facilitate "no contact" physical activities</li> <li>Shared materials and equipment will be reduced</li> <li>Music, art, and other electives will be held in a cohort's classroom</li> </ul> </li> </ul>
<p><b>Will face masks be required?</b></p>	<p><b>STUDENTS</b></p> <ul style="list-style-type: none"> <li>All KIPP Indy students will be provided with one reusable mask.</li> <li>Families will be asked to provide additional masks for their student(s).</li> <li>Masks should be secured over mouth and nose.</li> </ul>

	<ul style="list-style-type: none"> <li>• Face masks will be required during: <ul style="list-style-type: none"> <li>○ Instructional activities</li> <li>○ Using school clinics</li> <li>○ Using IPS transportation</li> <li>○ During arrival and dismissal procedures</li> <li>○ Moving throughout the classroom and other shared spaces in the building</li> </ul> </li> <li>• Face masks will NOT be required when: <ul style="list-style-type: none"> <li>○ Eating/drinking</li> <li>○ Explicit “mask breaks” when strict social distancing is in place</li> </ul> </li> <li>• The following face coverings will not be permitted as a mask replacement – bandanas, scarfs, Halloween-type masks, masks that display images or language that is not school appropriate.</li> </ul> <p>STAFF</p> <ul style="list-style-type: none"> <li>• Face masks will be required when: <ul style="list-style-type: none"> <li>○ Collaborating with small groups and not able to maintain 6 feet social distancing</li> <li>○ Moving throughout shared spaces in the building</li> <li>○ During arrival and dismissal procedures</li> </ul> </li> <li>• Face masks will NOT be required when: <ul style="list-style-type: none"> <li>○ Providing instruction and am able to maintain 6 feet social distancing (face shield provided)</li> <li>○ Independently working in classroom or office</li> <li>○ Eating/drinking</li> </ul> </li> </ul> <p>VISITORS</p> <ul style="list-style-type: none"> <li>• All visitors will be required to wear a mask when entering and while inside KIPP Indy buildings.</li> </ul> <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> <li>• If a student or staff member has breathing problems or another medical condition preventing the use of a mask, they must formally request an accommodation, submit medical documentation, and receive approval from school officials.</li> <li>• To initiate a request, email CV19@kippindy.org</li> </ul>
<p><b>How will schools increase the frequency of hand washing for students and staff?</b></p>	<p>KIPP Indy restrooms will be adequately stocked with hand washing supplies and will have signage posted about proper hand-washing hygiene. An adequate amount of time to wash hands following use of the restroom will be provided.</p> <p>KIPP Indy has installed over 150 touchless hand sanitizer dispensers throughout our buildings, including in all classrooms, front offices, and shared spaces, such as cafeterias and gyms.</p> <p>Schools will establish procedures for students to use hand sanitizer stations during key times of the day:</p> <ul style="list-style-type: none"> <li>• After arrival</li> <li>• Prior to dismissal</li> <li>• Before eating</li> <li>• After blowing nose, coughing, or sneezing</li> <li>• After using shared equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• After transitions when entering class (high school)</li> <li>• Before and after recess (elementary)</li> </ul>
<p><b>What additional steps are being taken to disinfect school buildings?</b></p>	<p>According to the Indiana State Department of Health, surfaces are not believed to be the primary means of transmission for CV-19, but KIPP Indy will remain diligent about disinfecting procedures. Custodians will disinfect all fixtures in restrooms and other frequently touched surfaces in the school building twice per day in addition to our scheduled night cleaning.</p> <p>All classrooms will be supplied with a touchless hand sanitizer dispenser, bottles of neutral disinfectant, paper towels, and disposable wipes to disinfect surfaces and resources throughout the school day.</p> <p>Schools will eliminate and/or reduce student exposure to high touch, shared resources, such as hallway passes, shared computers, art supplies, etc.</p> <p>Traditional water fountains will be closed, but KIPP Indy has installed touchless water bottle filling stations throughout our buildings. Reusable water bottles will be provided to students grades 3-10 and disposable cups will be provided to our younger students in grades K-2.</p>
<p><b>How will meals be served?</b></p>	<p>KIPP Indy will continue to serve hot meal options for lunch with increased safety protocols implemented.</p> <ul style="list-style-type: none"> <li>• Prior to meal service, all students will have opportunity to visit hand sanitizer stations.</li> <li>• Plexiglass barriers will be installed at meal service lines</li> <li>• Meal service staff will wear face masks in alignment with KIPP policy</li> <li>• Markers on floors to promote social distancing in meal lines</li> <li>• Eliminate any self-serve food items and supplies (including milk, utensils, condiments)</li> <li>• All forms of food sharing will be prohibited</li> </ul> <p><b>K-8 STUDENTS</b></p> <ul style="list-style-type: none"> <li>• Grades K-1 – meals will be delivered to and eaten in classrooms with social distancing</li> <li>• Grades 2-8 – students will go through meal service line in cafeteria and eat their lunch in classrooms with social distancing</li> </ul> <p><b>HIGH SCHOOL STUDENTS</b></p> <ul style="list-style-type: none"> <li>• HS students will have staggered lunch schedules with less than ½ of a grade level eating in cafeteria at one time with social distancing</li> <li>• Tables will be disinfected between groups</li> </ul>
<p><b>Will the school screen students for temperature when they arrive?</b></p>	<p>Per recommendation by the Marion County Health Department and Indiana State Department of Health, KIPP Indy will not screen students by taking their temperature at arrival. Families are asked to screen their student(s) for CV-19 symptoms prior to sending them to school each day.</p> <ul style="list-style-type: none"> <li>• Temperature of 100.4 degrees or higher when taken by mouth</li> <li>• Sore throat</li> <li>• <i>New uncontrolled cough that causes difficulty breathing</i> <ul style="list-style-type: none"> <li>○ <i>For students with chronic allergic or asthmatic cough, this would have to be a change from baseline.</i></li> </ul> </li> <li>• Diarrhea, vomiting, or abdominal pain</li> </ul>

	<ul style="list-style-type: none"> <li>• New onset of severe headache, especially when combined with a fever</li> <li>• Loss of taste or smell</li> </ul>
<p><b>Does KIPP Indy have a nurse or clinic on site?</b></p>	<p>At both campuses, KIPP Indy partners with HealthNet to staff an in-school medical clinic. These clinics support a variety of medical services, including medications management, and we will partner with them to create clear procedures that implement public health guidelines related to CV-19.</p> <p>In order to decrease traffic in our medical clinics, public health officials recommend that, whenever possible, morning and other daily medications be given at home. This will reduce potential exposure to sick students by healthy students receiving routine medications.</p> <p>As stated above, families are asked to screen their student(s) for CV-19 symptoms prior to sending them to school each day.</p> <ul style="list-style-type: none"> <li>• Temperature of 100.4 degrees or higher when taken by mouth</li> <li>• Sore throat</li> <li>• New uncontrolled cough that causes difficulty breathing <ul style="list-style-type: none"> <li>○ For students with chronic allergic or asthmatic cough, this would have to be a change from baseline.</li> </ul> </li> <li>• Diarrhea, vomiting, or abdominal pain</li> <li>• New onset of severe headache, especially when combined with a fever</li> <li>• Loss of taste or smell</li> </ul>
<p><b>What are the procedures if a student has symptoms or a positive case of CV-19?</b></p>	<p>KIPP Indy will collaborate with families, the Marion County Health Department, and our in-school clinics staffed by HealthNet to respond to any scenario in which a student presents symptoms or notifies the school of a positive test. <b><u>Families are required to notify KIPP Indy if a student has a positive CV-19 test.</u></b></p> <p>If a student presents <u>multiple symptoms</u> but has <u>not been tested</u>, KIPP Indy will follow Indiana State Department of Health procedures:</p> <ul style="list-style-type: none"> <li>○ Exclude from school.</li> <li>○ Student must remain home for at least 10 days since the first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND have improved symptoms.</li> <li>○ Student can return if they have a health provider’s note that determines symptoms were caused by something other than CV-19.</li> <li>○ If tested and negative for CV-19, student must be fever free for 24 hours without the use of fever-reducing medications, have improved symptoms, and provide negative test results to return.</li> </ul> <p>If a student has a <u>positive test</u> for CV-19, KIPP Indy will follow Indiana State Department of Health procedures:</p> <ul style="list-style-type: none"> <li>○ CV-19 POSITIVE - ASYMPTOMATIC <ul style="list-style-type: none"> <li>• Exclude from school.</li> <li>• Student can return to school 10 days after the day the test sample was collected assuming no symptoms have developed.</li> </ul> </li> <li>○ CV-19 POSITIVE - SYMPTOMATIC <ul style="list-style-type: none"> <li>• Exclude from school.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>• Student must remain at home for at least 10 days since first symptoms began AND be fever free without the use of fever-reducing medications for 24 hours AND have improved symptoms.</li> </ul>
<p><b>What does “close contact” mean, and how could that impact my student(s)?</b></p>	<p>An individual is a close contact if ANY of the following is true. This applies regardless of mask use, face shields, or physical barriers.</p> <ul style="list-style-type: none"> <li>• Was within 6 feet of a person who tested positive for more than 15 minutes total in a day</li> <li>• Had physical contact with the person</li> <li>• Had direct contact with the respiratory secretions of the person (cough, sneeze, dirty tissue, shared drinking glass or food)</li> <li>• Lives with or stayed overnight for at least one night in a household with the person</li> </ul> <p>If a student is identified as a close contact of someone with a positive case:</p> <ul style="list-style-type: none"> <li>• Student must quarantine for 14 days after the last contact with the CV-19 positive person. This is regardless of whether or not the close contact has a negative test result or an alternate diagnosis from a health provider.</li> <li>• If the close contact becomes symptomatic or receives a positive test during quarantine, refer to procedures above about being symptomatic or having a positive test.</li> </ul>
<p><b>What information can I expect from the school if there is a positive case?</b></p>	<p>KIPP Indy will notify the families in a classroom if there is a positive case, and all those considered close contacts will be individually contacted and notified about the 14-day quarantine requirement.</p> <p>The name or other personal information of someone who has a positive test will NOT be shared. In accordance with HIPPA, communicable disease concerns are confidential. Only the minimum information necessary will be shared to support contact tracing and notification of close contacts.</p>
<p><b>What will front office and visitor policies look like?</b></p>	<p>Our number #1 priority is the safety of our students, families, and staff. In implementing safety protocols, please know that we will strive to deliver excellent customer service, but that <u>wait times will increase</u> so that we can implement guidelines and promote social distancing.</p> <p>When returning to school, you will notice several changes to our front offices to support public health:</p> <ul style="list-style-type: none"> <li>• Plexiglass barriers will be installed at front reception desks</li> <li>• There will be limited seating options to promote social distancing</li> <li>• Markers on floors to promote social distancing</li> <li>• <b><u>KIPP Indy will eliminate non-essential visitors from entering past front offices.</u></b> Essential visitor is defined as necessary to promote the safety and well-being of a student or staff member.</li> </ul> <p>Vendor access will be limited during times when students are not present when possible.</p> <p>Families will not be permitted to bring in food for classroom parties/celebrations.</p>

<p><b>How do these guidelines impact arrival and dismissal procedures?</b></p>	<p>Face masks will be required for all staff, students, and visitors during arrival and dismissal procedures. This is especially important as it will be increasingly challenging to socially distance during these times of the school day. In the coming weeks, KIPP Indy will continue to collaborate with IPS transportation and use data collected from families about in-person vs. e-learning options to design systems that get students in and out of the building as safely and efficiently as possible. <u>Families should anticipate longer wait times associated with arrival and dismissal procedures.</u></p> <p>As main entrance doors do not open during arrival until 8:10am, it is critical that families do not drop off students to be unsupervised prior to this time. KIPP Indy staff will not be present to reinforce safety protocols and social distancing.</p>
<p><b>What procedures will be in place if my student rides the bus?</b></p>	<p>KIPP Indy partners with IPS to provide transportation, and IPS will implement additional measures to mitigate the risks associated with CV-19.</p> <ul style="list-style-type: none"> <li>• All students/staff must wear face masks at all times while riding.</li> <li>• Hand sanitizer available for students when boarding.</li> <li>• Windows/vents will remain open to promote ventilation as weather allows.</li> <li>• Buses will be regularly cleaned and disinfected daily between routes for high traffic areas.</li> <li>• Students will be assigned seats to promote social distancing to the greatest extent possible.</li> </ul> <p>In an effort to maximize social distancing, we encourage families, based on their ability, to carpool or walk if they are able.</p>
<p><b>Will my elementary student have recess?</b></p>	<p>Elementary students will have recess scheduled outdoors when possible.</p> <ul style="list-style-type: none"> <li>• All students will use hand sanitizer before and after recess times.</li> <li>• Playground equipment will not be used.</li> <li>• Cohorts will have sectioned off areas in our outdoor open space to prevent mixing of students</li> <li>• Each cohort will have a separate supply of recess equipment.</li> </ul>
<p><b>Will there be field trips?</b></p>	<p>In alignment with IPS, there will be no field trips scheduled during the fall semester.</p>
<p><b>Will schools host large gatherings?</b></p>	<p>KIPP Indy will eliminate all whole-school assemblies, activities that combine multiple classes or grade levels, and large family events where social distancing is not possible.</p>
<p><b>Will there be sports or extracurricular activities?</b></p>	<p>High school sports will continue in alignment with IPS policies, IHSA guidelines, and recommendations from public health officials. Families who permit their student(s) to participate will be required to sign an informed consent document that outlines these protocols.</p> <p>There will be no K-8 athletics offered in the fall semester.</p> <p>For all grade levels, there will not be additional extracurriculars offered in the fall semester.</p>

<b>Is it possible for KIPP Indy schools to close again due to CV-19?</b>	As all public schools are under the direction of the Governor's Office, Mayor's Office, and the Marion County Health Department, KIPP Indy will collaborate with these agencies on any decision related to school closures.
<b>If there are future school closures due to CV-19, what does that mean for my students who attend school in-person?</b>	In the event of future school closures, all students who select in-person instruction will shift to our e-learning program. <ul style="list-style-type: none"><li>• During in-person instruction, all students will be exposed to the programs and systems utilized in e-learning.</li><li>• All students have been assigned a KIPP Indy Chromebook, and KIPP Indy will continue to work with families to resolve internet access barriers.</li></ul>