

# KIPP:INDY

## PUBLIC SCHOOLS

### COVID-19 PROCEDURES & GUIDELINES

These plans will be updated based on new information and guidance from public health officials.

- Last Update: January 3, 2022

*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.*

As a tool to strengthen mitigation efforts against CV-19, KIPP strongly recommends the CV-19 vaccine and booster for all who are eligible. Current guidance states that those \*fully vaccinated do not have to quarantine if exposed to CV-19 as long as you remain symptom-free, and we want to minimize disruption to your student’s learning and participation in extracurriculars. **Currently, anyone age 5+ is eligible for a CV-19 vaccine.** Click below to register or call 211. KIPP Indy does not disclose medical information or vaccination status of any staff member or student.

- VACCINE REGISTRATION: <https://vaccine.coronavirus.in.gov/en-US/>

Throughout the year, please email [CV19@kipindy.org](mailto:CV19@kipindy.org) if you have questions.

**How is “fully vaccinated” defined at KIPP Indy?**

Per guidelines from public health officials, KIPP Indy uses the following standards for “fully vaccinated” to determine parameters for isolation and quarantine. Individuals who meet one of these three criteria are considered to be fully vaccinated.

- Primary series of Pfizer, Moderna, or J&J and boosted
- Primary series of Pfizer or Moderna vaccine within last 6 months
- Primary series of J&J vaccine within last 2 months

If an individual does not meet one of the criteria listed above, he/she will be considered to be unvaccinated or partially vaccinated.

**Who will my student be in class with during the day?**

K-8 STUDENTS

- After arriving to school, K-8 students will be assigned into cohorts. Students will not be mixed into groups for the vast majority of the school day.

HIGH SCHOOL STUDENTS

- Due to a variety of course requirements and schedules for high school students, students will not be placed in cohorts. KIPP Indy will implement disinfecting protocols between class periods and will structure passing periods to have smaller groups of students in hallways at a single time.

**How will schools promote social distancing?**

KIPP will implement the following procedures to promote social distancing.

- Per recommendations from the Marion County Health Department:
  - KIPP Indy will practice social distancing to the greatest extent possible and will strive to structure classrooms with 3 feet between students.
  - In most settings and when possible, desks will be oriented in the same direction and will avoid pod/group style seating.

	<ul style="list-style-type: none"> <li>• Schools will create transition schedules that minimize number of students and staff in common spaces at one time.</li> <li>• Schools will create schedules for using lockers that decrease volume of students in hallway at one time.</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> </ul> </li> </ul>
<p><b>Will face masks be required?</b></p>	<p>All KIPP Indy students will be provided with two reusable masks at the beginning of the school year. Families will be asked to provide additional masks for their student(s). <b>If you need mask assistance, please email <a href="mailto:CV19@kippindy.org">CV19@kippindy.org</a>.</b></p> <p><b>STUDENTS AND STAFF</b></p> <ul style="list-style-type: none"> <li>• Regardless of vaccination status, face masks <u>WILL</u> be required at all times. This includes during instructional activities, arrival and dismissal procedures, and when moving throughout shared spaces such as hallways and restrooms. Masks should fit securely over the mouth and nose and under the chin</li> <li>• Face masks will NOT be required when eating/drinking, during explicit mask breaks when distancing is in place, and during outdoor recess.</li> <li>• The following will not be permitted as a mask replacement – gaiter-style masks, bandanas, scarfs, Halloween-type masks, masks that display images/language that are not school appropriate.</li> </ul> <p><b>VISITORS</b></p> <ul style="list-style-type: none"> <li>• Regardless of vaccination status, all visitors will be required to wear a mask while inside KIPP Indy buildings.</li> </ul> <p><b>EXCEPTIONS:</b></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 <a href="mailto:CV19@kippindy.org">CV19@kippindy.org</a></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 signage will be posted about proper hand-washing hygiene.</p> <p>KIPP Indy has installed over 150 touchless hand sanitizer dispensers throughout buildings which can/should be used by students, staff and visitors.</p> <p>Procedures have been put in place for student use during the following times:</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> <li>• After transitions when entering class</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 public health officials, surfaces are not believed to be the primary means of transmission for CV-19, but KIPP Indy will remain diligent about cleaning 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. Additionally, all classroom furniture will be fully disinfected once per week.</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>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>Meal service will implement increased safety protocols.</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 have been installed at meal service lines</li> <li>• Meal service staff will wear face masks in alignment with KIPP policy</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> <li>• Grades K-1 – meals will be delivered to and eaten in classrooms with social distancing to the greatest extent possible</li> <li>• Grades 2-11 – students will go through meal service line in cafeteria and eat their lunch in classrooms with social distancing to the greatest extent possible</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 staff or students by taking their temperature at arrival.</p> <p>All staff members and 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</li> <li>• Sore throat</li> <li>• <i>New</i> uncontrolled cough or shortness of breath</li> <li>• Diarrhea, vomiting, or abdominal pain</li> <li>• <i>New</i> onset severe headache, especially when combined with a fever</li> <li>• <i>New</i> 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>

**What are the procedures if someone has symptoms or a positive case of CV-19?**

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. **Families are required to notify KIPP Indy if a student has a positive CV-19 test.**

If a student or staff member, regardless of vaccination status, has a positive test for CV-19, KIPP Indy will implement the following procedures:

- ASYMPTOMATIC: **Can return to school 5 days after the day the test sample was collected** assuming no symptoms have developed.
- SYMPTOMATIC: **Can return to school after 5 days from the onset of symptoms** as long as individual has been fever free without the use of fever-reducing medications for 24 hours AND have improved symptoms.

If an unvaccinated or partially vaccinated student or staff member presents multiple symptoms, KIPP Indy will implement the following procedures:

- **Must remain home for at least 5 days from the onset of symptoms;** can return after 5 days as long as the individual has been fever free without the use of fever-reducing medications for 24 hours AND has improved symptoms.
- Can return if individual has a health provider’s note that determines symptoms were caused by something other than CV-19, has been fever free for 24 hours without the use of fever-reducing medications, and has improved symptoms.
- Can return if individual provides proof of a negative CV-19 test result, has been fever free for 24 hours without the use of fever-reducing medications, and has improved symptoms.

If a fully vaccinated student or staff member presents multiple symptoms, KIPP Indy will implement the following procedures:

- If the individual developed symptoms after being designated a close contact, the individual **must remain home for 5 days from the onset of symptoms** UNLESS he/she provides a negative test result or alternative diagnosis from a healthcare provider, is fever free for 24 hours, and has improved symptoms.
- If the individual has NOT been designated a close contact following an exposure to someone positive for CV-19, the individual may return per traditional policies. Individual should be fever free for 24 hours and have improved symptoms.

**What does “close contact” mean, and how could that impact my student(s)?**

KIPP Indy will implement MCHD standards for close contacts and contact tracing. In the event of a positive case, KIPP Indy will collaborate with the MCHD to contact trace 48 hours prior to the onset of symptoms or for asymptomatic cases 48 hours prior to the positive test sample collection. An individual is considered a close contact if either of the following are true.

- In a classroom setting, was within 3 feet of a person who has tested positive for more than 15 minutes total in a day.
- In non-classroom settings, was within 6 feet of a person who has tested positive for more than 15 minutes total in a day.

All students and staff who meet either of the criteria above must quarantine for **5 days from the last date of exposure** UNLESS one of the following are

	<p>true AND the individual has remained asymptomatic. In both cases, documentation will be required to forego quarantine.</p> <ul style="list-style-type: none"> <li>• Close contact is fully vaccinated.</li> <li>• Close contact is within 90 days of a positive diagnosis of CV-19, has recovered, and remains without symptoms.</li> </ul> <p>For unvaccinated or partially vaccinated individuals identified as a close contact and instructed to quarantine, the 5-day exclusion will apply regardless of whether or not the close contact has a negative test result or an alternate diagnosis from a health provider. 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.</p>
<p><b>What type of CV-19 test results does KIPP Indy accept?</b></p>	<p>As part of quarantine and exclusion protocols, KIPP Indy will accept both PCR and rapid test results, but all tests must be conducted in a clinical setting. At-home test results will not be accepted.</p>
<p><b>How will instruction continue for my student if excluded?</b></p>	<p><b>Grades K-5:</b> Within 24 hours excluded students will have access to printed packets for asynchronous consumption covering key concepts aligned with grade level standards. A resource sheet will be provided for parents to support their students, and students will be encouraged to reach out to their advisory teacher(s) with questions. If packets cannot be picked up, the school social worker will support distributions. Upon return, students will be awarded credit for work completion and accuracy.</p> <p><b>Grades 6-11:</b> Within 24 hours excluded students will be assigned targeted learning paths on virtual platforms used while in-person. Students will navigate learning pathways covering key concepts aligned with grade level standards asynchronously. An email summarizing expectations will be sent to students and parents, and students will be encouraged to reach out to their content teachers with questions. Upon return, students will be awarded credit for work completion and accuracy.</p>
<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 cohorted classroom if there is a positive case, and all those considered close contacts will be individually contacted and notified about the 5-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 HIPAA, 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>How will front office procedures be impacted?</b></p>	<p>While implementing safety protocols, please know that we will strive to deliver excellent customer service, but that wait times will increase so that we can implement public health guidelines and promote social distancing.</p> <p>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>• Limited seating and floor markers to promote social distancing</li> </ul>
<p><b>What are the policies for visitors in the school?</b></p>	<p>Families, volunteers, and vendors may be in buildings, but they must adhere to masking and social distancing guidelines. Additionally, all visitors must</p>

	<p>self-screen for CV-19 related symptoms. Any visits to a classroom must be less than 10 minutes.</p> <p>Per our standard handbook policies, visitors will be required to provide their driver's license or state identification card which will be used to conduct a limited background screen, and to wear a visible visitor badge at all times. All visitors must first sign in at the front office and obtain a visitor's badge. In order to be granted access to a student at KIPP Indy, a visitor must either be a parent/guardian or listed on the student's authorized contact list. As partners in this work, we ask that you please schedule visits in advance with the appropriate staff member. We will be unable to accommodate unscheduled visitors.</p> <p>In alignment with related safety protocols, families will not be permitted to join their student(s) for meals and will be unable to bring in food for classroom parties or 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. KIPP Indy will design systems to get students in and out of the building as safely and as efficiently as possible. Families should anticipate longer wait times associated with procedures as staff implement guidelines, and families will not be permitted to accompany their student to class during arrival.</p> <p>As entrance doors do not open at arrival until <b>8:40am</b>, it is critical that families do not drop off unsupervised students 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>• Students will be assigned seats to promote social distancing to the greatest extent possible.</li> <li>• Buses will be regularly cleaned and disinfected daily between routes.</li> <li>• Windows/vents will remain open to promote ventilation as weather allows.</li> </ul> <p>In an effort to maximize social distancing, we ask 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 to the greatest extent possible, and playground equipment will be permitted for use. All students will use hand sanitizer before and after recess times, and each cohort will have a separate supply of recess equipment.</p> <p>During outdoor recess, masks are not required. During indoor recess, masks will be required in alignment with previously stated policy.</p>
<p><b>Will there be field trips?</b></p>	<p>KIPP Indy will schedule field trips only to destinations that have aligned mitigation efforts, especially those related to masking and social distancing. Families will have the option to opt out of field trips when permission slips are distributed.</p>

<p><b>Will schools host large gatherings?</b></p>	<p>KIPP Indy will eliminate whole-school assemblies and activities that combine multiple grade levels.</p> <p>Family and community events will observe MCHD standards related to capacity and other core strategies such as masking and distancing.</p>
<p><b>Will there be sports or extracurricular activities?</b></p>	<p>High school and K-8 sports will be implemented in alignment with IHSAA guidelines and recommendations from the Marion County Health Department and Indiana State Department of Health. Families who permit their student(s) to participate will be required to sign an informed consent document that outlines these protocols.</p> <p>Public attendance at games and extracurricular performances is allowed. All visitors, regardless of vaccination status, will be expected to wear a face mask and socially distance to the greatest extent possible.</p>
<p><b>Is it possible for KIPP Indy schools to close due to CV-19?</b></p>	<p>KIPP believes that in-person instruction is in the best interests of students' academic progress and overall well-being, and so our planning is aimed to implement mitigation efforts that maximize our ability to serve all students in-person. 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.</p>