

# Safe Steps Guidebook



WINFREE ACADEMY  
CHARTER SCHOOLS

*Success tomorrow starts today...*

**Welcome Home**  
**2020-2021**



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## **Our Guiding Priorities – A MESSAGE FROM OUR SUPERINTENDENT**

Winfree Academy Charter Schools (WACS) is eager to welcome our families, learners, and staff back to school for the 2020-2021 school year. We believe the most optimal place for our learners reside on their campus with all of their teachers, peers and staff. Unfortunately, the current state of the public health crisis places us in a position to construct a new way of reaching and engaging our learners and families to provide the level of service and support we desire.

Key beliefs that guide the planning decisions at WACS are centered around Promise, Connections & seeing the Value in all learners & staff. With these core values in mind, WACS will offer our families the choice of both in-person and remote learning this year. We know during the course of the school year, families might change their mind based their own comfort-level or individual family needs, therefore, we have developed our programs with the flexibility and options to allow those changes without a loss of time for our learners. Both of our school models were created with a high-level of engagement between the learner and their teachers as well as with the capacity to allow learners to customize their pace as needed through robust curricular resources, multiple online tools, and caring teachers poised to lead regardless of the location of their learners.

The first day of school is August 10, 2020, and due to the current level of community spread, along with our commitment to keep our learners and staff safe, WACS will start school with all learners participating in remote-instruction through **WACS Virtual Academy** until September 8, 2020. Any change or update to this status will be provided through School Messenger and on our website at [www.winfreeacademy.com](http://www.winfreeacademy.com).

Our priority rests with the health and safety of our learners and families, and we welcome all of your questions surrounding health and safety and school models, as well as any other questions or concerns you may have. It is our honor to serve your learner for the 2020-2021 school year.

Sincerely,

Brandy Schott

Superintendent



## 2020-2021 SCHOOL CALENDAR

The Winfree Academy Charter Schools Board of Directors approved an Intersession Calendar for the 2020-2021 school year to provide WACS with the ability for additional days for possible intermittent closures due to COVID – 19.

# Winfree Academy Charter Schools

## 2020-2021 School Calendar

### August / Agosto

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### December / Diciembre

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### Key Calendar Dates

First Day of School: August 10, 2020

Last Day of School: June 4, 2021

AM Session: 7:50 am - 12:00 pm (250 minutes)

MID Session: 12:30pm - 4:40 pm (250 minutes)

PM Session: 5:00 - 9:10 pm (250 minutes)

Total Days: 177 \* 250 minutes = 44,250

### Grading Periods

First Six Weeks (29 days) 08/10 - 09/18

Second Six Weeks (29 days) 09/21 - 11/06

Third Six Weeks (29 days) 11/09 - 01/08

Fourth Six Weeks (27 days) 01/11 - 02/26

Fifth Six Weeks (29 days) 03/01 - 04/16

Sixth Six Weeks (34 days) 04/19 - 06/04

### Labor Day

September 7, 2020

Intersession #1 Oct 5, 2020 - Oct 9, 2020

Educator Development October 12, 2020

Intersession #2 November 23-27, 2020

Intersession #3 Dec 21, 2020 - Jan 1, 2021

Educator Development January 4, 2021

Martin Luther King Jr. January 18, 2021

Intersession #4 Feb 1, 2021 - Feb 5, 2021

Bad Weather Day February 12, 2021

Educator Development February 15, 2021

Intersession #5 Mar 15, 2021- Mar 19, 2021

Bad Weather Day April 2, 2021

Memorial Day May 31, 2021

### Testing Dates:

STAAR EOC - All Tests 12/08-12/11

TELPAS Assessment 02/22-04/09

STAAR EOC English 04/06-04/09

STAAR EOC Alg 1, Bio, US Hist 05/04-05/07

STAAR EOC - All Tests 06/22-06/25

Proposed Graduation Day June 6

### Legend

NE New Educator/Employee Orientation

H Holiday for Learners and Educators

PD Professional Development/Learner Holiday

WD Work Day

BW Bad Weather/Make Up Days

( ) Beginning/Ending Six Weeks

Graduation

### February/ Febrero

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### April / Abril

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### June / Junio

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### July / Julio

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Board Approved: 07/16/2020



## Risk-Level Response Plan

WACS will adhere to all Centers for Disease Control and Prevention (CDC), the Texas Education Agency (TEA), the Texas Department of State Health Services (DSHS), and local public health officials for recommendations related to mitigation strategies to prevent further viral community spread, and will use the Risk-Level Response Tool as part of the decision-making process.



## Risk-Level Response Tool

<b>GREEN LOW/NO SPREAD</b>	<b>YELLOW MINIMAL SPREAD</b>	<b>ORANGE MODERATE SPREAD</b>	<b>RED HIGH SPREAD /CRISIS</b>	<b>PURPLE EMERGENCY / CRISIS</b>
<p>All learners served on-campus.</p> <p>All staff report to campus as per regular duty schedule.</p> <p>Follow adopted health &amp; safety guidelines in WACS Safe Steps Plan.</p>	<p>Learners are served by family choice through: (1) In-Person Instruction or (2) Remote Instruction through <b>WACS Virtual Academy</b></p> <p>Daily attendance is taken by learner engagement through Asynchronous Plan.</p> <p>All staff report to campus per regular schedule.</p> <p>Follow H&amp;S guidelines in WACS Safe Steps Plan.</p>	<p>All learners are served through WACS Virtual Academy.</p> <p>Daily Remote Asynchronous attendance taken.</p> <p>All staff report to campus per regular schedule.</p>	<p>All learners are served through WACS Virtual Academy.</p> <p>Daily Remote Asynchronous attendance taken.</p> <p>Most staff will report remotely.</p>	<p>District closed.</p> <p>No instruction given.</p> <p>Emergency Response Team may be on campus.</p>



### **Leadership Task Force**

WACS Leadership Task Force was formed to develop, implement and monitor procedures and practices that have been mandated by local governing bodies, the TEA, State of Texas and the CDC. In addition, they have developed procedures for learners and staff that are specific to each campus and the administration office.

The Task Force will be responsible for addressing and implementing any changes as mandated by local and state authorities. Any inquiries about the established safe practices or needed changes must be submitted to the Task Force via [TaskForce@wacsd.com](mailto:TaskForce@wacsd.com) for consideration. These guidelines, procedures and safe practices may be revised as more information is received and as we move forward. Any changes or revisions will be communicated to learners and staff and posted to the WACS website. Members of the Leadership Task Force are:

#### **WACS Leadership Task Force:**

- ◇ **Superintendent** – Brandy B. Schott
- ◇ **Assistant Superintendent** – Carrie Alexander
- ◇ **DEMC** – DJ Elkin
  
- **Executive Director** – Deirdre Staples
- **Director** – Emily Keating
- **Lead Principal** – Madge Ennis, Richardson
- **Principals**
  - Joey Beauchamp, Irving
  - David Stubblefield, Lewisville
  - Corrine Johnson, Grand Prairie
  - Tiranus Edwards, North Richland Hills
  - Brad Landis, Dallas



## Instructional Models for Family Choice

### WACS Virtual Academy



#### WELCOME HOME

- Exemplary educators skilled in online, remote teaching & engagement
- Highly skilled support team consisting of: **WVA** Administrator, Principal, Counselor, Special Programs team, Registration & Attendance team, & Campus Mentors
- Learner support-systems not only for academic excellence, but also trained staff poised to assist learners with needs related to : social/emotional health, mental health, health & wellness, coping mechanisms, parenting, addiction, depression, & other behaviors needing additional support.



- 1-to-1 Tech Tools for Success



- 21<sup>st</sup> Century Learner Platform & Highly Effective Curricular Programs adapted for an Online, Remote Model



- Learner schedule developed with layers of daily support & opportunities for creating individual plans for academic success with campus mentors.

### WACS In-Person



#### WELCOME HOME

- SAFE environment with a multi-tiered approach to leading with best practices for health & safety as well as for providing an authentic & small learning environment customized for every learner.
- Exemplary educators skilled in teaching & engagement
- Highly skilled support team consisting of: Principal, Counselor, Special Programs team, Registration & Attendance team, & Campus Mentors
- Learner support-systems not only for academic excellence, but also trained staff poised to assist learners with needs related to : social/emotional health, mental health, health & wellness, coping mechanisms, parenting, addiction, depression, & other behaviors needing additional support.



- 1-to-1 Tech Tools for Success – Learners will be assigned a laptop this year & will be responsible for bringing the device to campus every day.



- 21<sup>st</sup> Century Learner Platform & Highly Effective Curricular Programs to match each learner's skillset and pace in their curriculum.



- Learner schedule developed with layers of synchronous and asynchronous learning opportunities & support for individual plans for academic success with campus mentors.





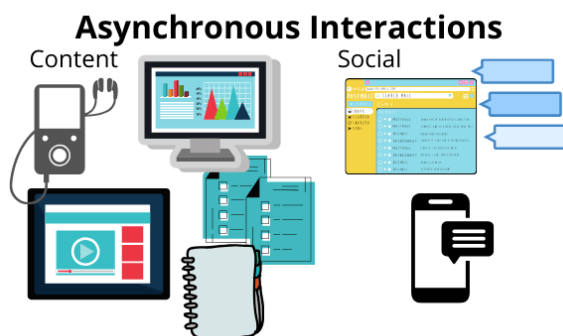
## Remote Learning – Winfree Academy Charter Schools' Virtual Academy

WACS will launch the WACS Virtual Academies starting the first day of school. Learners will login on August 10<sup>th</sup> with either a WACS-issued laptop or the device of their choice from home. Learners who need internet support will be provided the means to connect. For safety reasons, all learners will work remote via [WACS Virtual Academy](#) until at least September 8. This will allow learners to practice & understand their daily schedules and expectations from teachers in a remote environment. Families will have the opportunity, prior to September 8, to select the option to stay remote in [WACS Virtual Academy](#), or transfer to WACS In-Person learning at their WACS home campus after September 8.

### Asynchronous Instruction Plan

WACS will engage learners in both asynchronous and synchronous remote learning opportunities with a centralized focus on providing meaningful learning experiences between teachers and learners in an elevated virtual environment. While instructional options may vary, WACS will track the attendance of learners through our local asynchronous instructional plan that measures learner participation based on different elements of daily engagement.

WACS will provide the following asynchronous and synchronous learning interactions:

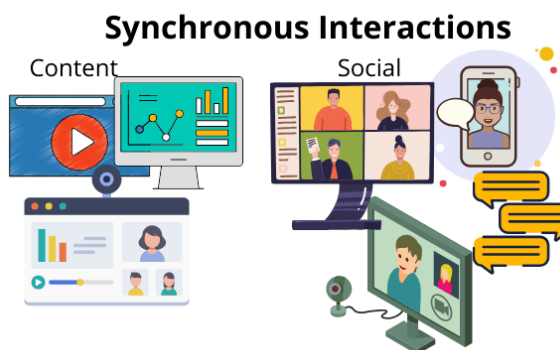


#### REMOTE ASYNCHRONOUS INSTRUCTION

- ◇ Self-paced, recorded/on-demand participation.
- ◇ Learning & collaboration do not require use at a specific time, or even the same time.

Asynchronous Tools: Recorded presentations, social networking on-demand audio & video, self-paced courses, discussion forums.

\*Benefits: Flexibility & capacity for deep processing/reflection



#### REMOTE SYNCHRONOUS INSTRUCTION

- ◇ Live, with educators and learners participating at the same time, but from different places.
- ◇ Learning & collaboration are in real-time.

Synchronous Tools: Live meetings (scheduled ZOOM or Google Meets meeting), instant messages, virtual classrooms

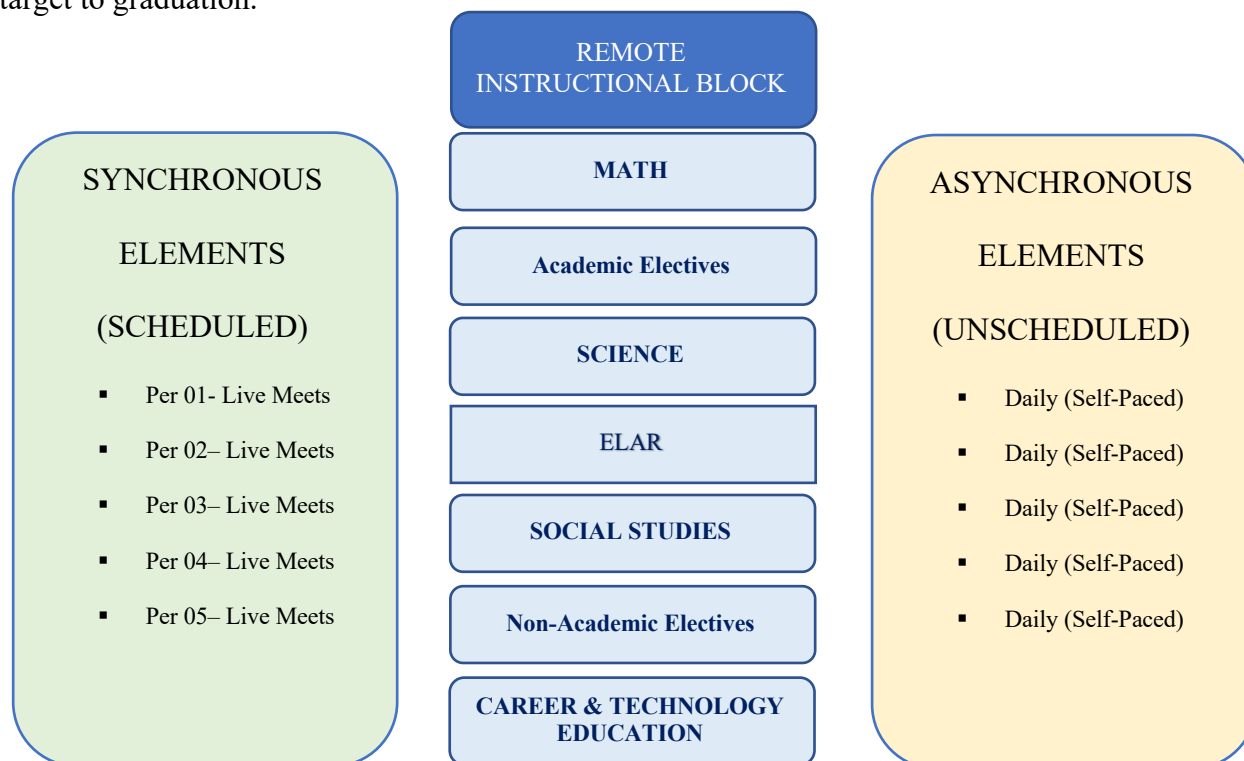
\*Benefits: Quick answers & live feedback





## Learner Schedule

WACS learners in grades 9-12 will be given a schedule of classes that includes an asynchronous learning schedule with synchronous events in order to organize their time and our expectations to keep them on target to graduation.



*\*Total minutes per day = 240 mins*

Two important elements to WACS’ Instructional schedule, whether WACS Virtual Academy or WACS In-Person:

1. “Check In” – Targeted time scheduled for learners to catch up, organize, or meet individually with their teachers for clarification, assistance, or directions.
2. **#SELday** - Targeted time for specific lessons & support related to Social/Emotional Learning directed by the Guidance Department.

## Virtual Academy Enrollment

Learners must actively engage in instruction the first day that they attend the Virtual Academy. Actively engaging in instruction means that learners log in to Clever and complete lessons in Google Classroom, Edmentum, Edgenuity, or iXL. **Learners who do not login during their first week of attendance will have their seat revoked and enrollment cancelled.**



Winfree Academy's Virtual Academy is an extension of the on-campus program. Learners are expected to work within their curriculum five days per week and a minimum of 250 minutes per day.

- Attendance Clerks will continue to account for learner "attendance" daily.
- Teachers will continue to grade learner work and process semester completions.
- Registrars will continue to enter grades and process course adds and drops.
- Counselors will continue to work with learners developing post-high school plans and providing guidance.

While there is maximum flexibility for the learner schedule, there will be times that a learner may be required to attend scheduled lessons during the day. These could include Focused Instruction for learners who will be taking the STAAR exam, office hours to work with an educator if the learner is struggling, or scheduled times to receive support services.

### **Virtual Academy Attendance**

Learners must engage with teaching and learning DAILY in order to meet attendance requirements. The time of day a learner logs in is flexible, however, they must complete assignments and or demonstrate progress in the curriculum with a Winfree Academy educator. Attendance for learners will be evaluated daily using the following criteria:

- Daily progress within Google Classroom, Edmentum, Edgenuity, and/or ixL,
- Daily progress via educator-learner interactions, OR
- Completion/turn-in of assignments via email, mail, or online.

Learners who do not login daily AND meet defined progress standards will be counted absent. (i.e. Learners must login and complete assignments every day. Simply logging in to a learning system will not count a learner present.) Truancy will apply to non-attendance in the remote environment.



## In-Person Instruction

WACS families that choose in-person instruction will be given a regular schedule and will be on campus five days per week. Teachers will plan instruction that may be transferable from in-person to remote in the event of a temporary school closure due to COVID – 19, or other learner-specific needs. Learners who request to transfer to [WACS Virtual Academy](#) will be prepared to do so as we have poised our internal systems and instructional programs appropriately.

### In-Person Enrollment

Learners who attend Winfree Academy on-campus are considered enrolled when they are first counted present for attendance. **Learners who do not attend classes on their first scheduled day will have their seat revoked and enrollment cancelled.**

Winfree Academy learners are expected to attend school five days per week for 250 minutes each day. Class sessions are scheduled during the following times –

- Morning 7:50am-12:00pm
- Afternoon 12:30pm-4:40pm
- Evening 5:00pm-9:10pm (Richardson, Grand Prairie, and NRH only)

### In-Person Attendance

Learners must be present DAILY during the specified attendance or “funding” period to be counted present for the entire day. Learners who are not in attendance at this time will be counted absent. Truancy will apply to non-attendance in the on-campus environment.

A learner who is absent from the on-campus classroom, for any reason, may attend school in the Virtual Academy AND be counted present IF they meet attendance requirements on the same date as the absence. Criteria to be counted present in the Virtual Academy are outlined later in this document. (Example: Johnny is absent from on-campus classes on Tuesday. He logs in to Edmentum from home Tuesday evening and completes assignments in Edmentum. He will now be counted present for the day.)

**Failure to Attend**

Compulsory attendance applies to learners who are at least five years old as of September 1 of the applicable school year. The law requires a learner to attend public school until the learner's 19<sup>th</sup> birthday, unless the learner is exempt.

The school shall notify a learner's parents in writing at the beginning of the school year that if the learner is absent from school on ten (10) or more days or parts of days within a six (6) month period in the same school year, or on three (3) or more days or parts of days within a 4 (4) week period, the learner's parents and are subject to prosecution and the learner may be referred to truancy court.

Truancy will apply to non-attendance in both instructional environments. Learners who attend both on-campus and in the Virtual Academy may be referred to truancy court for failure to attend school.

A person who voluntarily enrolls in or attends school after the person's 19<sup>th</sup> birthday is required to attend each school day for the entire period the program of instruction for which the learner is enrolled is offered. If the person has more than five (5) unexcused absences in a semester, WACS may revoke the person's enrollment for the remainder of the school year. This authority to revoke enrollment, however, does not override WACS' responsibility to provide a free appropriate public education to a learner who is eligible for special education services. A learner age 19 or older who has had their enrollment revoked is then unauthorized to have a presence on school property and may be considered trespassing.

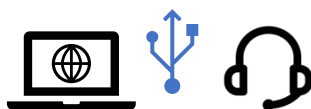
**Attendance Recovery**

For complete information about attendance, attendance support, and truancy prevention measures, visit our Learner Resource Guide found at [www.winfreeacademy.com](http://www.winfreeacademy.com).



## Tools for Success

### Technology



WACS will provide 1-to-1 technology access to learners whether in-person or remote. In-person learners will be expected to bring their laptop back and forth from home to school and vice versa so they may be prepared to work at home as appropriate. Learners are provided earbuds with a microphone so they may participate in virtual meetings. Questions about how to login, or for technology support may be found on the WACS website at <https://www.winfreeacademy.com/>.

## WACS Learning Management Systems





### **Office Hours**

Engaging learners every day is a key priority in WACS education, and critical in a remote instructional environment. WACS will utilize educator Office Hours to accomplish this level of engagement. All [WVA](#) educators will have a scheduled time each day where learners may access them for questions, clarification, and support.





## **RETURN TO CAMPUS GUIDELINES**

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### **Health & Safety Preparation**

WACS will continue to reference the Centers for Disease Control and Prevention (CDC) , the Texas Education Agency (TEA), the Texas Department of State Health Services (DSHS), and local public health officials to guide and support our planning for the return of learners and staff to campus. The CDC provides guidance, education, recommendations, and resources for schools, communities, and families surrounding COVID – 19 to support their plans and guidelines for health and safety. The TEA provides educational and health-related strategies and guidance to support local education agencies in their work to bring learners back to school. The DSHS provides day-to-day information on the viral spread within Texas communities as well as prevention, response, and mitigation strategies.

#### **COVID – 19 Resources for Schools:**

- [DSHS](#)
- [CDC for Schools](#)
- [TEA](#)

### **Health & Safety Training**

On the first day of school and continuing throughout the school year, learners & families will be given instructions on appropriate hygiene practices and other mitigation practices adopted by WACS. Posters and other print resources, created by the CDC, will be placed throughout all campuses as visual reminders of safe and healthy practices. Staff will be provided training on WACS’ new health and safety guidelines, as well as specific guidance related to strategies or procedures unique to their own campus. Safety training and development will be part of WACS’ Professional Learning plan for 2020-2021.



## Health & Safety Guidelines

### Screening & Isolation

#### Weekly Online Health Screen:

- ◇ Learners and staff are required to complete a self-screening form each week prior to reporting to their assigned campus. The screening process will be completed online via <https://www.winfreeacademy.com/apps/pages/COVID-19>
- ◇ The health screen must be completed each week and submitted between 8:00 a.m. on Saturday & 5:00 p.m. on Sunday.
- ◇ The information will be reviewed by the Task Force and notifications will be sent to each principal for learners that are symptomatic. The principal will contact learners no later than 9:00 p.m. on Sunday to determine eligibility for campus access.



#### Daily Self-Screen:

- ◇ Parents must ensure they do not send their learner in-person to campus if they:
  - have COVID-19 symptoms,
  - are lab-confirmed for COVID-19, or
  - had close contact with an individual who is lab-confirmed for COVID – 19.

Instead, parents should opt to receive remote instruction through **WACS Virtual Academy** until the conditions for re-entry (*see Conditions for Campus Return*) are met.

- ◇ Parents, guardian or adult learners will be required to screen their learner for COVID-19 symptoms each day prior to sending them to campus.
- ◇ Parents, guardian or adult learners will need to take the temperature of their learner daily and stay in contact with their campus.



## COVID-19 Symptoms

Any of the following symptoms that is not normal for the individual indicate a possible COVID – 19 infection:

- ◇ Temperature of 100 degrees Fahrenheit or higher;
- ◇ Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- ◇ Loss of taste or smell
- ◇ Cough
- ◇ Difficulty breathing
- ◇ Shortness of breath o
- ◇ Fatigue
- ◇ Headache
- ◇ Chills
- ◇ Sore throat
- ◇ Congestion or runny nose
- ◇ Shaking or exaggerated shivering
- ◇ Significant muscle pain or ache
- ◇ Diarrhea o Nausea or vomiting

*\*updated 7/28/2020, 8/4/2020*

## Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual 9 scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- ◇ being directly exposed to infectious secretions (e.g., being coughed on); or
- ◇ being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

*\*updated 7/28/2020, 8/4/2020*

Students that have had **Close Contact** with someone who is lab-confirmed to have COVID-19 should stay at home through the 14-day incubation period and should not be allowed on campus. Learner screening will be conducted



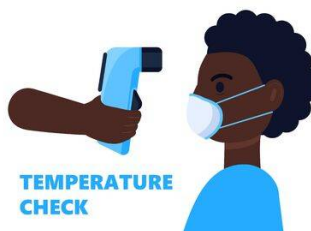
after the incubation period has concluded. If the learner did not experience COVID-19 symptoms during the incubation period, they may return to school.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.

### Temperature Check

Parents, guardians, & adult learners should assess for COVID – 19 symptoms and take the learner's temperature prior to leaving the house for campus. Learners with a fever or any of the COVID – 19 symptoms are required to contact their campus, not enter the school building, but instead, transition to [WACS Virtual Academy](#) and meet the *Conditions for Campus Return* (see below).

- ◇ Each day upon arrival, learners will have their temperature taken. If arriving by vehicle, their temperature will be taken while inside the car. If arriving by bus, their temperature will be taken outside the building at the entrance.
- ◇ Learners whose temperature is 100 degrees or above will not be allowed to attend school on campus, and must transition to [WACS Virtual Academy](#). Learners who are symptomatic and do not see a medical professional will be required to meet the *Conditions for Campus Return* (see below).
- Staff that are symptomatic and without fever will be allowed to work.
- Staff that are symptomatic and with a fever will be required to return home and meet the *Conditions for Campus Return* (see below).





## Positive or Suspected Case on Campus

### Positive Case on Campus

Learners & staff that have a confirmed case of COVID-19 will not be allowed to report to their school until the following criteria have been met.

### Conditions for Campus Return

- ◇ At least one day (24 hours) has passed with the resolution of fever without fever-reducing medication
- ◇ Improvement in symptoms
- ◇ (10) days have passed since symptoms first appeared
- ◇ Receive one acute infection test at an approved testing location that comes back negative for COVID-19.

*\*updated 7/28/2020*

### Suspected Case on Campus

Learners & staff that are symptomatic and have not been evaluated by a medical professional will be assumed to have COVID-19 and will not be allowed to report to their campus until the following criteria have been met.

### Conditions for Campus Return

- ◇ At least one day (24 hours) has passed with the resolution of fever without fever-reducing medication
- ◇ Improvement in symptoms
- ◇ (10) days have passed since symptoms first appeared
- ◇ Receive one acute infection test at an approved testing location that comes back negative for COVID-19.

*\*updated 7/28/2020*



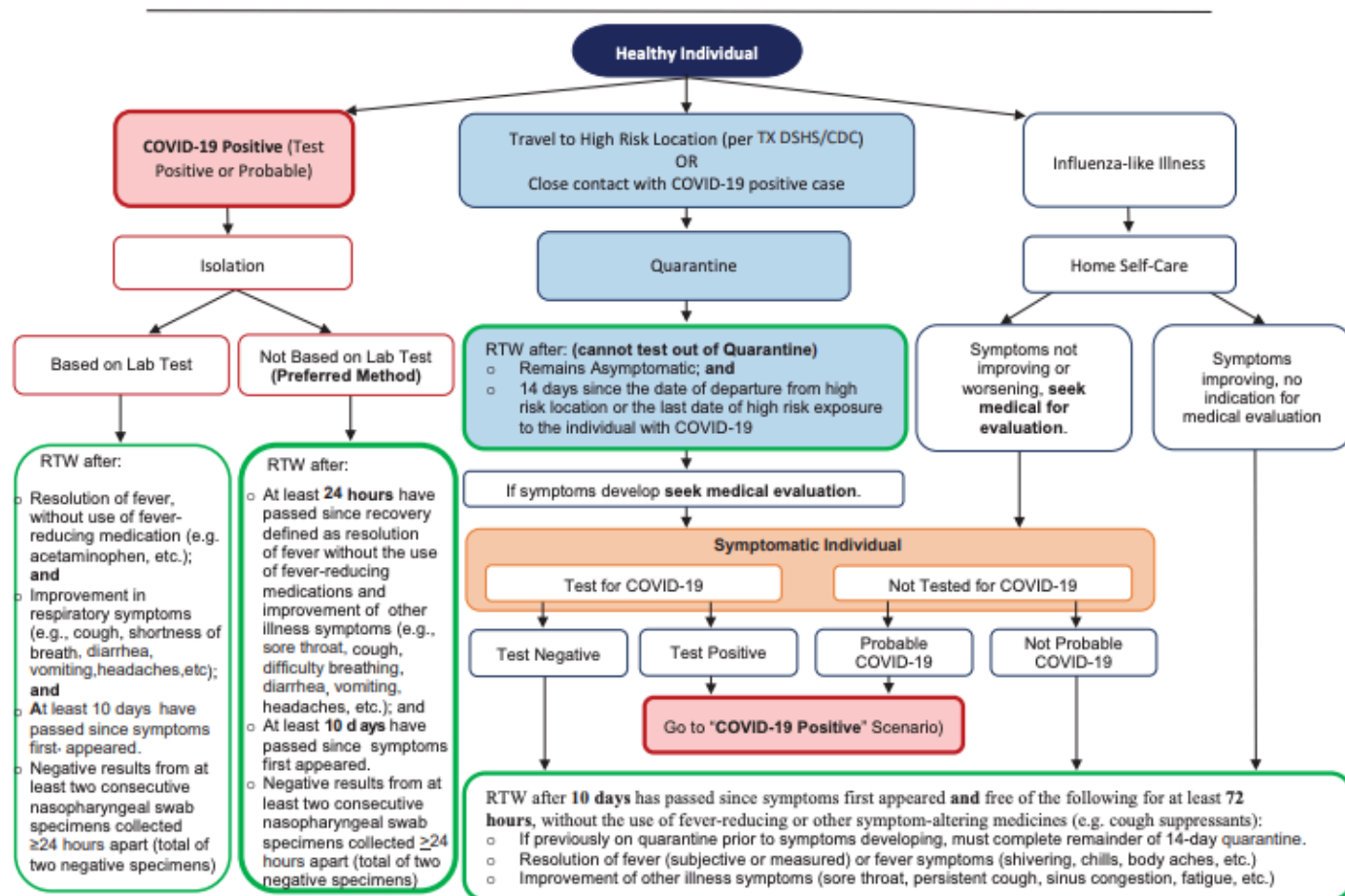
## Early Return

If a learner or staff has symptoms that could be COVID-19 and wants to return to campus before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis and/or (b) obtain one acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19 (WACS reserves the right to direct this determination based on information provided).

*\*updated 7/28/2020*



## Return to Work (RTW) Flowchart Coronavirus Disease (COVID-19)







### Response - COVID-19 Case on Campus

If an individual is lab-confirmed to have COVID-19 and has been present on a school campus, the following procedures must be followed:

- ◇ Notify local health department
- ◇ Close off areas that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected, unless more than (7) days have already passed since the person was on campus
- ◇ Consistent with school notification requirements, notify all teachers, staff, and families of all learners in a school if a lab-confirmed COVID-19 case is identified among learners, teachers or staff who participates in any on-campus activities.

## **COVID – 19 Communications**

### Inquiries and Concerns

Parents, guardians, and learners are encouraged to contact their campus principal with any questions or concerns regarding COVID-19. Contact information for all campus principals may be found at [www.winfreeacademy.com](http://www.winfreeacademy.com).

Staff may contact the District Emergency Management Coordinator (DEMC) at 972-869-3250 x128 or by email via [djelkin@wacsd.com](mailto:djelkin@wacsd.com) or the WACS Task Force via [TaskForce@wacsd.com](mailto:TaskForce@wacsd.com).

### Updates

WACS will continue to keep staff, parents/guardians and learners informed as COVID – 19 updates are issued by the state and local authorities. Information will be posted on our website at [www.winfreeacademy.com](http://www.winfreeacademy.com). When needed, updated information will be sent to parents/guardians, students and staff via School Messenger.

## **Social Distancing**

- ◇ Learners & staff must observe social distancing both inside the campus and in the parking lot.
- ◇ Exterior and interior floor decals are used in high traffic areas to identify 6' social distancing.
- ◇ Hallway traffic should be kept to a minimum to avoid close proximity to another staff member.
- ◇ Entry and exit doors have been assigned to specific classrooms for learner arrival and dismissal to provide for social distancing.



## Personal Protective Equipment (PPE) / Face Coverings

The CDC and TEA recommend face coverings to be one of the most effective measures to prevent the spread of the virus. WACS will require all staff and learners to wear a face covering at all locations.

- ◇ All learners are required to wear a mask at all times as they enter, occupy, and exit their campus.
  - ◇ Masks will be provided to all learners & staff
  - ◇ Exceptions to wearing a mask will be considered if use is determined not to be developmentally appropriate for the learner
  - ◇ Clear masks and/or face shields may need to be used for some learners for instructional purposes, and if this is determined, they will be provided to the learner(s).
  - ◇ Clear sneeze guards will be used in high-traffic areas on campus as defined by need.
  - ◇ Gloves will not be required, but will be stocked on each campus as needed.
- 
- Staff are required to wear masks at all times. This includes in the hallways, workroom, training rooms, restrooms, breakroom, kitchen, lobby, offices, parking lot, and any other common areas.
  - The only exception to having their mask on at all times, is when they are in their private office alone. If a second person enters the office, both individuals must be wearing masks.

## Hand Washing and Disinfecting Expectations

Frequent hand sanitation and hand washing will be required to ensure the health and safety of learners and staff.

- ◇ Hand sanitizing stations will be provided in high traffic areas of the campus, such as the lobby, classrooms, & other commonly used spaces.
- ◇ Learners will be taught good hand sanitizing and handwashing techniques and will be prompted throughout the day to observe.
- ◇ *Monk Disinfectant Wipes* in Monk Wipe Dispensers will be distributed throughout the campus.
  - Kills 99.9% of bacteria in 15 seconds
  - Cleans and disinfects in one easy step
  - *Monk Wipes* can be used to sanitize hands, surfaces, handles, faucets, and electronics including keyboards, mice, and phones.





## Daily Cleaning

- ◇ Increased custodial staff, increased frequency of cleaning, & increased expectations for campus cleanliness and sanitizing services will be provided daily with appointed staff.
- ◇ On the first day of school and continuing throughout the school year, learners will be trained on appropriate hygiene practices and other mitigation practices adopted by the school.
- ◇ Commonly touched surfaces shared by multiple groups will be cleaned between group sessions.
- ◇ Learners & staff will be trained on how to use *Monk Wipes* not only in practicing good hand sanitizing techniques, but also to keep their area and frequently touched items clean.



- Staff will observe CDC recommendations and best practices regarding cleaning and sanitizing throughout the day.
- Each staff member is responsible for sanitizing common areas and surfaces they frequently touch.
- The following surfaces must be sanitized using *Monk Wipes* before use:
  - Door handles
  - Copier
  - Fax machine
  - Paper Cutter
  - Refrigerator handles
  - Faucet handles
  - Coffee machines
  - Vending machines
  - Restroom faucets, handles, dispensers





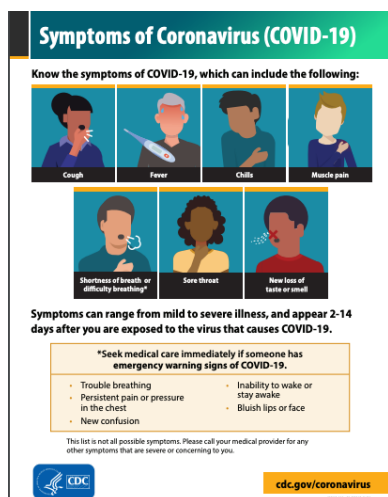
## Classroom Safety

All WACS facilities have undergone a number of both physical and operational changes in order to: allow for social distancing; provide multiple hand sanitizing stations for ease & convenience of use; provide safe spaces for learners to work independently and safely in consistent groups to minimize viral spread, and; to limit the number of guests and non-essential staff for the health & safety of our learners and families.

### Classroom Design



- ◇ Each classroom has an assigned learning zone & restroom for use during the school day to maintain consistent groups to minimize viral spread.
- ◇ Educators and staff will rotate on schedule to assigned classrooms.
- ◇ Learners will be assigned primary classrooms in assigned learning zones.
- ◇ Learners will not move from classroom to classroom, but instead, their educators and staff will rotate on schedule to their assigned classrooms.
- ◇ Each classroom layout limits one learner per table for social distancing.
- ◇ Classroom sizes have been analyzed and reduced to provide the safest learning space.
- ◇ Laptops are assigned to each learner & not shared with others.
- ◇ Classroom supplies have been purchased for specific use to limit multiple contact.
- ◇ Masks must be worn by all learners & staff at all times in their classroom.
- ◇ Visual reminders published by the CDC illustrating safe & best practices are displayed throughout each campus.





## Arrival and Dismissal

- ◇ Entry and exit doors have been assigned to specific classrooms for student arrival and dismissal to provide social distancing between students.
- ◇ Specific interior pathways have been designated for each classroom arrival and dismissal.
- ◇ Each entry will have a minimum of (2) staff present during student arrival and dismissal.
- ◇ Upon arrival each learner will have their temperature taken.
- ◇ Learners arriving in a vehicle will have their temperature taken before exiting the vehicle.
- ◇ Learners arriving by bus will have their temperature taken at an assigned location outside the building.
- ◇ Each learner will maintain a minimum of 6' social distancing at all times.
- ◇ Staff will use radios to allow for increased & effective communication & attention on the safety of learners throughout the day.
- ◇ Dismissal times will be staggered to limit the number of learners in the hallways at one time.

## Visitors

- ◇ Access Control - The implementation of access control at each campus will provide the added safety and security measure that will allow for limited access to their building.
  - All exterior doors will remain locked throughout the day with the main entry door controlled by the access system.
  - Campus staff and administration staff will be issued key fobs that are programmed to allow staff entry on specific days and times.
  - All other access will be processed through the entry intercom and controlled by the attendance clerk.
- ◇ Only individuals with a verified need to enter the building will be granted access. Under no circumstances are visitors (not including parents/guardians) or vendors allowed into the building without approval by the DEMC, or as stated in WACS' Health & Safety Guidelines related to the pick-up of symptomatic or sick learners.
- ◇ All approved visitors approved for entry to any campus must complete the same self-screening process for staff.



◇ Visitor Screening Process

- Screening for approved visitors may be conducted verbally through the intercom.
- Temperature must be taken outside the entry doors before allowing the visitor access.
- Visitors who fail the screening process (symptomatic or suspected contact) will be denied access inside the campus.
- The screening process for visitors also applies to parents and guardians requesting access.

## **Emergency Drills**

COVID-19 has drastically changed the way otherwise normal activities are conducted across our daily lives. Drills are no exception to this new paradigm. Under normal circumstances, it is best to practice drills in the same manner that they would be carried out in an actual emergency. However, due to COVID-19, drills should be carried out as close to how they would be carried out in an actual emergency, while still allowing for COVID-19 mitigations.

Rules regarding emergency drills are under review with the Tx Schools Safety Center. There are currently no drill requirements other than mandated fire drills.