



## A GUIDE TO REOPENING HALIFAX ACADEMY

### 2020-2021 School Year

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- Program Information
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- When should you not send your child to school
- Levels of Returning to School
- Safety Procedures & Teacher Training

## Principles for Reopening Campus

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Halifax Academy is committed to maintaining a proper balance between the safety of our students and faculty and bringing students back on campus to have the relationships and experiences with each other and their teachers that our school is built on. We also recognize the need to provide learning options for those who are unable to be on campus due to significant health risks of the student or a member of the household during the COVID-19 epidemic.

## Guiding Principles for a Safe Return to Campus:

- Protect the health and safety of students and staff.
- Comply with government orders and utilize guidelines issued by the Halifax County Health Department, CDC, the Department of Health and Human Services, and the American Academy of Pediatrics.
- Ensure effective use of facilities to allow for physical distancing.
- Provide expectations for a Level 1, 2, and 3 return.

# Program Information

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Halifax Academy plans to resume all scheduled programs that comply with government orders for gathering limits. All programs will maintain the same safety protocols, including physical distancing, that our regular school program requires.

### Before School Program

Students arriving prior to 7:45 will need to enroll in the BSP and pay the fees associated with this program. Students arriving after 7:45 need to report to the cafeteria at no charge. Students in MS/HS will be released at 8:05, and elementary students will be released at 8:15.

### After School Program

ASP will operate from 3:00 - 6:00 daily for students. Parents must apply for ASP and pay the fees associated with this program. HA will not have punch cards for the 2020-2021 school year. If part time ASP is needed, parents need to complete an ASP application and specify the days needed. The school will try to accommodate these requests while maintaining the safety of our students and staff.

### Athletics

Our goal is to resume athletic programming and competition. Our ability to do so will be determined by government orders and NCISAA guidelines. The latest information will be shared via email as it becomes available.

### Art, Music, & Bible (Elementary)

Art, Music, Bible & Library will resume after Labor Day. Safety protocols and physical distancing, as appropriate, will be maintained. The instructors will teach these courses in the regular classroom to avoid unnecessary student movement.

## Volunteers and Visitors

In order to minimize risk and maintain a healthy environment for our students and staff, access to campus will be strictly limited to students and staff (including substitute teachers and essential personnel only). We will not resume on-campus or in-classroom volunteer opportunities until it is deemed safe to do so.

## Lunch and Break

We will begin the year with lunch delivery to classrooms. Students may pre-order these lunches weekly or bring lunch from home. Our HA Café staff is working hard to provide tasty, nutritious options. Break will also be available by delivery daily.

# Health and Wellness

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We will need your support to maintain a healthy campus and reinforce our safety protocols and procedures. You can help your children prepare by incorporating the following into your daily routine:

- Frequent hand washing
- Use of hand sanitizer
- Coughing and sneezing into elbows
- Daily temperature checks
- Physical activity and time outside
- Teaching and practicing physical distancing (6' apart)
- Wearing a face mask\*

\*Face coverings should not be worn on children under the age of two or anyone who has trouble breathing.

Students and employees who travel internationally or to a destination under a CDC Level 3 Travel Health Notice are required to notify the school and self-quarantine for 14 days (10 school days) upon return.

## Halifax Academy Health Agreement

All families must commit to supporting HA's health, wellness, and safety protocols. This includes taking daily temperature checks and keeping children at home when they have COVID-like symptoms or have potentially been exposed. **The Halifax Academy Health Agreement, COVID-19 liability waiver, and the Halifax Academy Health Screening form will be sent to every family in August and must be completed and returned to the school prior to the student(s) first day of attendance.**

## **Requirements for Face Coverings for School and School Sponsored Events**

HA views the use of face coverings as an important way to slow/stop the spread of COVID-19. We have spent a great deal of time researching best practices and finding the proper balance for face coverings with a physical distancing approach and have determined that all students in grades PK-12 are required to have a cloth face covering with them at school every day. Students will be asked to wear their face coverings whenever physical distancing is not possible or when special circumstances for faculty or classmates require it.

\*Please purchase extra masks and practice with your child before the start of school.

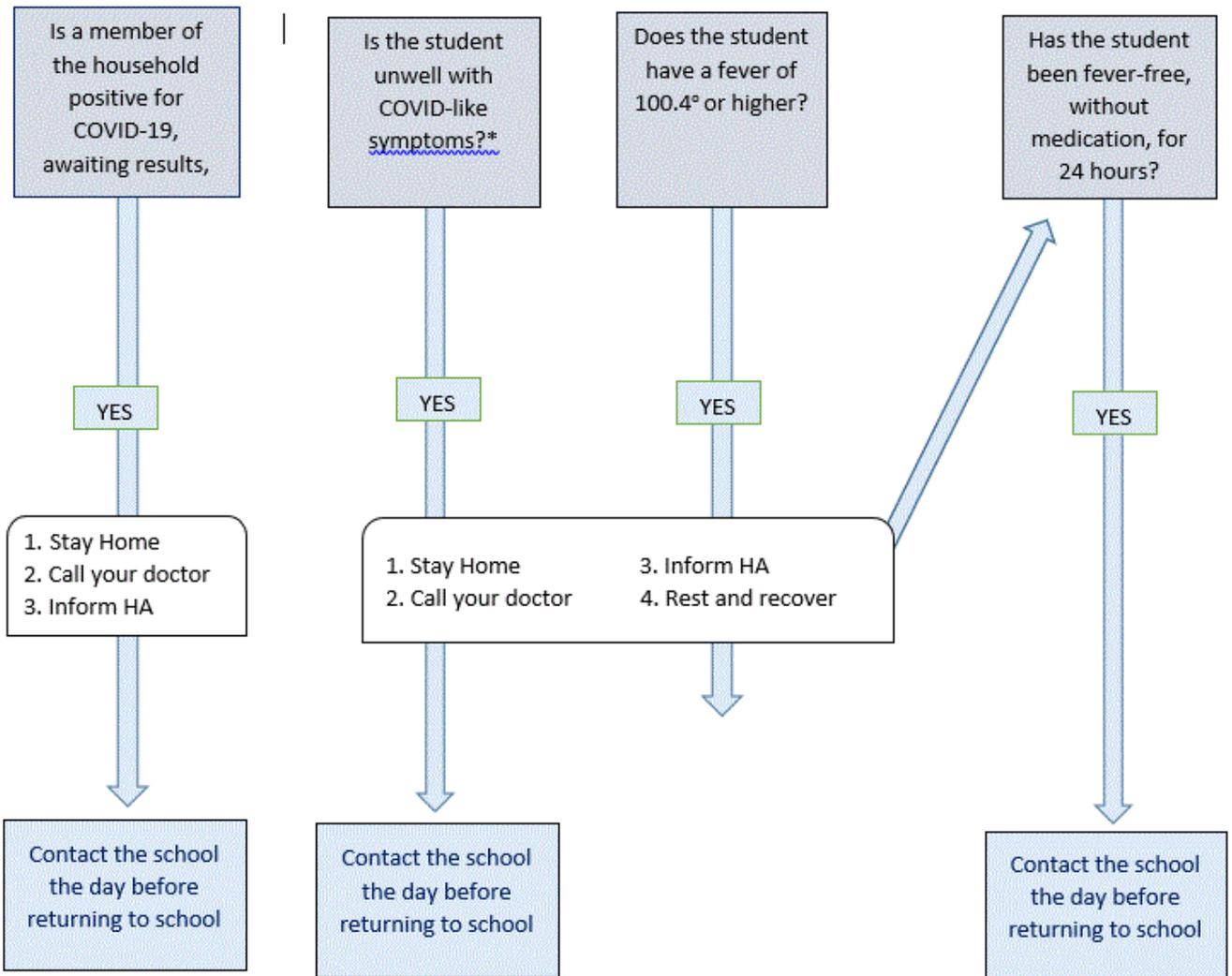
- Bring a face mask every day.
- Face masks need to be school appropriate (refer to HA dress code)
- Students will be asked to wear face coverings whenever physical distancing is not possible or in cases where special circumstances warrant it. Special cases will be discussed as relevant to individual circumstances prior to the opening of school.

### **Don't Forget to Keep Your Children Emotionally Safe:**

Discuss the protocols and procedures with your children prior to the opening of school. Allow them to ask questions and share their feelings. Reassure them that all of the adults in their lives are looking out for them and are here to support their well-being. It will be important for you to be positive when discussing face covering and other safety protocols with your children. Your influence and positivity will greatly impact a smooth and successful transition back to in person learning.

# Deciding When to Stay Home

Parents agreeing and knowing when to keep children home from school is a very important part of keeping our campus healthy. To help, we have outlined key protocols to help families determine when a child should stay home.



\*COVID-like symptoms:

Cough, shortness of breath, difficulty breathing, fever (100.4° or higher), chills & muscle pain, sore throat, loss of taste or smell, nausea, vomiting, diarrhea

**Important:** If at any point the student is feeling well enough, they may participate in school remotely until returning to campus.

# Levels of Returning to School

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**Level 1:**  
Students on Campus with Restrictions in Place

**Level 2:**  
Hybrid Learning

**Level 3:**  
A Return to Remote Learning for All

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## LEVEL 1: STUDENTS ON CAMPUS WITH RESTRICTIONS IN PLACE

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In many ways, life on campus will look and feel the same. For health and safety reasons, there will be ways that life on campus will have to change. These changes will be revised as CDC and DHHS guidelines for safe schools evolve.

### **Wellness Monitoring**

- Parents should refer to the flow chart on the previous page daily before sending your child to school.
- A 14-day Health Screening form should be completed by employees and students (by parents) prior to entering the building before the first day of school.
- Halifax Academy Parent Health Agreement must be completed and returned prior to the first day of school.
- No-Contact Temperature Screenings are required for all employees, students, and essential visitors.

### **Face Coverings**

Every person will be required to have a face covering on hand whenever on campus, this includes students, staff and essential visitors. Students and staff will be required to wear their masks whenever physical distancing is not possible and/or in cases where special circumstances exist for individual students or teachers.

### **Social (Physical) Distancing**

- The maximum capacity for all classrooms, restrooms, and common areas will be determined prior to the opening of school.
- Maximum class sizes will typically range from 12 to 20 depending on the capacity of the space and the age level of the students.
- HA will use the multipurpose room located in the PK building for any HS classes which exceed the maximum capacity of a typical classroom.
- Desks and seating will be arranged 6 feet apart. Doors and hallways will contain signage to specify maximum capacity, traffic flow, etc...

### **Hygiene and Sanitation**

- Hand sanitizing stations will be located at the entrance (and exit) of each building.
- Hand washing will be taught and reinforced.
- Extra time will be built into the daily schedule to allow time to clean and disinfect areas between activities.
- The sharing of personal items will be limited, and in some cases eliminated. Students will keep their own personal items (pencils, supplies, etc...) rather than borrow from a classroom supply.

### **Facilities**

- A dedicated space (“sick room”) has been established for symptomatic people only. It will be used to immediately isolate anyone showing COVID-like symptoms and will be monitored by a dedicated staff member while response measures are addressed and parents called to arrange transportation.
- Large gatherings will be suspended in the opening weeks of school.

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## **LEVEL 2: HYBRID LEARNING**

Among many of HA’s strengths is its ability to serve and engage the community in ways that are flexible and accommodating while continuing to deliver our mission. In order to support ALL of our students, Level 2 utilizes technology and extends the reach of our classrooms beyond campus. This will enable students who are at home to continue to learn remotely.

Families can choose the Level 2 option for reasons related to COVID-19, this will be a hybrid learning experience much like the remote instructional delivery during the spring of 2020. HA will outline an online program that best fits your child’s needs. The hybrid learning model incorporates a blend of synchronous instruction (livestreamed classes), asynchronous instruction (video lectures that are accessible anytime), daily face time with teachers, and take-home materials. For students who choose Level 1 and are on campus this year, Level 2 instruction will be implemented whenever an absence due to COVID-19 is necessary. Every classroom at HA will be equipped with the proper technology to create a more immersive experience for students who are absent for any extended period of time.

## LEVEL 3: REMOTE LEARNING FOR ALL

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Even with the planning and protocols we have in place, there will most certainly be circumstances beyond our control in the coming year. In the event that another school closure is mandated by government officials OR conditions in our area warrant a school closure, we will operate remotely for as long as we have to.

During any period of temporary interruption, we will remain committed to delivering our mission by providing a quality online learning experience that includes daily teacher face time, livestreamed and recorded lessons, and virtual events to keep our school community connected. This will allow for flexibility for all of our students.

## Safety Procedures Training

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To ensure everyone is familiar with safety protocols and guidelines, HA will provide all teachers with safety procedures training. Students and parents will be aware of all safety guidelines and procedures in place on our campus prior to August 25, 2020.

We look forward to having all of our HA students back on campus in August. Please continue to check your email for updates and other important information regarding the opening of the 2020-2021 school year.

