

# Return to School Plan

Spring 2021

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## Introduction

Quest Forward Academy is committed to supporting the health and safety of our students and staff as we return to in-person instruction. The policies and procedures outlined here are designed to maximize safety in compliance with local and state health and safety requirements, and specifically follow the latest guidance for safe in-person instruction by the California Department of Public Health issued on January 14, 2021. This guidance is based on the latest scientific evidence regarding the transmission and epidemiology of the COVID-19 virus, and outlines key mitigation strategies, reflected in this plan, that allow for safe in-person instruction.

We ask you to please familiarize yourself with the components of the plan by reading through this document. Once you have done so, please sign the acknowledgement form on the last page of this Return to School Plan. Students will need to bring the signed form on the first day of their return to school in order to return to in-person instruction.

Quest Forward Academy's Return to School Plan was developed in alignment with the following:

- [Sonoma County Health Orders](#)
- [Centers for Disease Control Cleaning and Disinfecting Guidelines](#)
- [Stronger Together: California Department of Education Guidebook to a Safe Reopening](#)
- [California Department of Public Health School Reopening Guidelines](#)
- [Sonoma County Road Map to Reopening Schools Safely](#)

## COVID-19 Campus Coordination Team

School Director Karen Kenkel is supervising all Quest Forward Academy COVID-19 safety protocols. Office Manager Thalia Becerril is our COVID-19 Communication Coordinator. All employees are required to follow the policies and procedures laid out in this plan, use safe work practices, and assist in maintaining a safe work environment.

Karen Kenkel will supervise COVID-19 training for students, parents, and staff. This will include training on pre-screening and self-assessment protocols to determine when students or staff should remain at home instead of coming to a school site.

All family communications regarding COVID-19 matters should be sent to the school administration at the following email address: [staysafe@questforward.academy](mailto:staysafe@questforward.academy).

Thalia Becerril, our COVID-19 Communication Coordinator will:

1. Coordinate notification of staff, students/parents (following public health guidelines) when there has been a COVID-19 exposure at the school site or at a school event.
2. Collect and report data to the Sonoma County Public Health Office.
3. Be a single point of contact for concerns and questions from staff, parents, and students via a telephone, email or video conferencing during the day.
4. Provide contact tracing in conjunction with Public Health guidelines.
5. Provide for the dissemination of related communications.

# On-Campus Protocols: Promoting Behaviors that Mitigate the Spread of COVID-19

## Hybrid Schedule and Stable Student Groups

In accordance with the CDPH guidance, our schedule maximizes the stability of instructional groups and deploys a hybrid 4/10 schedule to mitigate exposure and potential spread of COVID-19. Core subjects will be taught to stable groups in the morning in classrooms with 6 feet of distance among students and teachers. Student instructional groups will remain stable while on campus and students will remain in the same classroom for all of their classes. Electives will be taught virtually in the afternoons and on Fridays.

## Mandatory Daily Health Screening

Staff and students will conduct daily self-checks at home before coming onto campus. Once on campus, each student will be screened by staff for COVID-19 symptoms, including a temperature check with a touchless thermometer. If a student identifies or exhibits COVID-19 like symptoms upon arrival, or at any point in the school day, they will be escorted immediately to the identified isolation area outdoors and a parent or guardian will be contacted. The student will remain in the isolation area under supervision of a staff member until the parent or guardian arrives.

Each student should complete a Home Health Check before coming onto campus using the Symptom Checklist, available in [English](#) and in [Spanish](#). **If the answer to any of the questions is “yes,” the student should not come to school.**

## Symptom Checklist

Are you experiencing any of these symptoms?

- Cough
- Fever
- Chills
- Sore throat
- Feeling achy
- Shortness of breath or difficulty breathing
- Nausea or vomiting

- New or unusual headache in last 24 hours
- Diarrhea
- New loss of taste or smell
- Tingling or numbness

### **Risk Factor Checklist**

- In the last 24 hours have you been in contact with anyone with a known case of the COVID-19 virus?
- Are you awaiting COVID-19 test results?
- Is any member of your household experiencing COVID-19 symptoms, awaiting COVID-19 test results, or been exposed to COVID-19?

**Remember, if the answer to any of these questions is yes, please do not come to school. Anyone exhibiting COVID-19 symptoms must take a COVID-19 test with a negative result before returning to school.**

### **Supplies for the School Day**

Students should be sure to bring their mask and a back-up mask, their computer, charger, a water bottle, lunch (if they will not be eating the school-provided lunch), pens and pencils, paper, books, and any other supplies they will need for class. We will minimize the sharing of commonly used items in classrooms such as pencils/pens, computer chargers, etc., in order to mitigate the spread of the virus.

### **Transportation Policies and Procedures**

We strongly encourage families to drive their own students to school. If this is not possible, everyone in the carpool should mask and, if possible, the car windows should be down. Students taking public transportation should be careful to follow posted rules for travel with proper social distancing and masking procedures.

### **Drop Off/Pick Up**

Students who drive themselves and students who are dropped off must arrive and exit their cars according to their cohort schedule. Students should not exit their cars until their designated cohort time. Masked students will take their place in the health screening line outside of the main entrance, observing the social distancing markings until they have completed their daily

health screening. Once students enter at their designated time, they will not be allowed to exit the building (no Starbucks runs!). Pick-up will occur according to cohort times. Students will not be allowed to remain at school after their cohort dismissal time unless they have a scheduled office hour with a mentor. Students waiting to be picked up will remain masked and socially distanced in the outdoor pick-up area.

## Entering School

1. Students will arrive according to staggered cohorts. Please observe your designated cohort drop-off time
2. Students will line up outside of the main entrance according the social distancing markings for health screening
3. School personnel will take students' temperature and ask screening questions. Students will not be allowed to enter the school building until this has been done.
4. As students enter the building, they will be given a mask if they forgot their mask. Students **MUST** have their mask on to enter the building.
5. Students will use hand sanitizer upon entering the building.
6. When students enter the building they place their phone in a designated cubby for the day. At the end of the day - as students are dismissed by cohort - they will remove their phone from the designated pocket to be taken home.
7. Students will then head straight to their first period class.

## Face Masks

All students and staff members are generally required to wear masks at all times and in all settings, except when eating and drinking while socially distanced in designated locations. Students and staff must wear masks that cover the mouth and nose, not bandanas or scarves or other makeshift face coverings.

- Students should bring their own mask. Cloth masks should be washed daily.
- Students will not be allowed to enter the QFA building without a mask, and any student who has forgotten a mask will be supplied one upon arrival.
- QFA will have a disposable mask supply on hand in case students forget or lose their mask.
- Education on the proper use, removal, and washing of cloth face coverings can be found [here](#).

- Staff may remove their mask if in a personal space or classroom that will not be used by others during the day.
- Recently the state has allowed for limited mask breaks outdoors. This guidance allows for breaks from the use of a face covering when a person is outside and at least 6 feet apart from others not in their household. We will allow students to take mask breaks according to these guidelines when outdoors in their cohort with a supervising adult.
- Any community member who refuses to wear a mask or repeatedly violates the mask rule will be subject to disciplinary action, which may include loss of participation in on-campus instruction.

## Physical Distancing

Individuals will maintain a distance of 6 feet from each other at all times. Furniture placement, classroom configuration, arrival and departure procedures, rules for use of common areas and lunch distribution, traffic flow designation and signage will all support proper distancing.

Students will not be allowed to congregate outdoors in the parking lot, nor in the halls and/or common areas, and will have to maintain distance when in these areas. Booths and collective seating in the common areas will not be available. Lockers will not be used; students will keep their belongings with them at all times.

Classrooms will be configured for all individuals to be 6 feet apart during class. Class breaks will either be in the classroom or outdoors. If going outdoors, students will proceed in an orderly line, preserving the 6' distance requirement as they leave the building and as they re-enter the building. Students will remain masked while outdoors and preserve 6' distance unless it is a supervised mask break. Mentors will stagger exit times.

Students with unscheduled periods will sit in a dedicated, supervised Open Quest classroom. They will not be allowed to roam around the building. Nor will they be allowed to leave campus.

All staff meetings will occur online.

## Safe Building Flow

1. Students will enter through the main entrance and exit through the side door.
2. Students will follow the arrows on the ground designating directional flow throughout the building. Directional signs will be posted to indicate on-campus traffic flow to maximize social distancing. We expect all students and staff to comply with the posted directions.



3. Students will not be allowed to congregate in the halls and/or common areas, and will have to maintain distance when in these areas. Booths and collective seating in the common areas will not be available.
4. Students will be dismissed from classes and use the bathroom on a staggered schedule to allow students to social distance as they move between classes.
5. The elevator will be available for single use only, and only to those who are unable to use the stairs.

### **Restrooms and Drinking Fountain Procedures**

1. Students will no longer be allowed to use the restroom during passing periods.
2. Mentors will allow no more than one student at a time outside of the classroom for a restroom break.
3. There will be signage posted on restroom doors to note a capacity of two students per restroom. Socially distanced tape marks will be placed on the ground outside restrooms to ensure distancing for anyone waiting for the restroom.
4. There should be a five minute limit on restroom breaks.
5. Drinking fountains will be closed, but touchless water-refill stations will be available.

### **Hand-Washing**

1. Students and staff will wash and disinfect hands frequently throughout the day, including before entering and leaving the building, before and after each class, before and after eating, and before and after using the restroom.
2. Touchless disinfectant distribution stations are positioned throughout the campus.
3. All classrooms are equipped with hand sanitizer.

### **Food Service**

Lunches will be individually plated or “grab and go” meals that will be delivered to classrooms or picked up by students outdoors. Weather permitting, students will eat outdoors in designated cohort areas, maintaining social distance standards with proper disinfection after use. If students must eat inside due to weather or air quality, they will be safely separated by cohorts, maintaining social distance standards with proper disinfection after use. Disposable food service items (e.g., utensils, dishes) will be used as much as possible. If disposable items are not feasible, items will be handled with gloves and washed in a dishwasher. Staff will monitor

various eating locations to ensure all follow safe procedures. Additional trash/composting containers will be used to accommodate the various eating areas.

## **Visitor Policy**

Only essential visitors will be allowed on campus. Essential visitors will undergo the same screening procedures and follow the same safety protocols as all other members of the on-campus community. For the purposes of tracking and communication, all visitors will sign in upon arrival. We ask parents to refrain from entering the school building to minimize exposure.

## Site Cleaning, Disinfection, and Air Filtration

### **Cleaning and Disinfecting During the Day**

All high-touch surfaces in classrooms, offices, bathrooms, and common spaces — including light switches, door handles, desk tops, classroom sink faucets, printers/copy machines — will be cleaned regularly throughout the day with products that meet the EPA's criteria for use against coronavirus. Disinfectants will be used according to the manufacturer's directions.

### **Cleaning and Disinfecting Nightly**

The building is cleaned nightly in accordance with EPA/CDC recommendations, including use of EPA/CDC compliant disinfectant on high contact surfaces by staff trained in infection control.

### **Air Filtration: Engineering Controls –Equipment and Building Systems to Minimize Exposures**

The airflow rate within the school, both for recirculated air and fresh air, meets or exceeds the state of California's ventilation standard as per Chapter 4 of the California Mechanical Code. The various ventilation zones of the school are equipped with economizers that introduce fresh air into the ventilation systems and are currently set to maximize airflow through the building. The schools filters have been upgraded to MERV 13 filters, which remove contaminant particles as small as 0.3 microns, and are effective in filtering out bacteria, sneeze particles, mold spores, etc. MERV 13 filters are the same grade filters hospitals use for general surgery and inpatient care areas and the highest grade filter our HVAC units will accommodate.

## COVID Symptoms, Diagnosis, Exposure, Outbreaks

### COVID-19 Symptoms

If you experience any COVID-19 symptoms (see page 6 for list):

- Do not come to campus
- Contact your healthcare provider
- Obtain a COVID-19 test and quarantine yourself until you receive your test results
- See below regarding next steps

### COVID-19 Symptoms While on Campus

If you develop COVID-19 symptoms while on campus or fail the health screening at arrival:

- You will be sent to the isolation area under the supervision of the Coordinator and your guardian will be contacted to pick you up
- If your symptoms worsen significantly while waiting and your guardian cannot be reached, we will call 911
- Once home, contact your healthcare provider
- Obtain a COVID-19 test and isolate yourself until you receive your test results
- See below regarding next steps depending on your test results

### Negative Test Results

If your test results are negative:

- You may return to campus once you are symptom and fever-free for 24 hours without medication
- You will be required to send documentation of your negative test results (staysafe@questforward.academy) before you may return to campus

### Positive Test Results

If the test results are positive:

- Contact your healthcare provider immediately
- Quarantine for 10 days from symptom onset or from test date if not you are exhibiting symptoms

- Inform QFA's COVID-19 Coordinator at [staysafe@questforward.academy](mailto:staysafe@questforward.academy) immediately in accordance with the signed agreement
- You may return to campus after 10 days once you are symptom and fever-free for 24 hours without the use of medication
- To return to in-person instruction, you will be required to provide documentation of a negative COVID-19 test result, sent to [staysafe@questforward.academy](mailto:staysafe@questforward.academy)

## Exposure

In the case of a positive test result of a student or staff member who was on campus, it can be challenging to determine who may have had contact with the case within 6 feet for at least 15 cumulative minutes in a 24-hour period (CDPH guideline for what is considered close contact exposure). In some situations, case investigations may be able to determine individual members of a stable group are close contacts, and allow those not identified as close contacts to continue in-person instruction.

When we learn of a newly reported case of COVID-19 in a student or staff member, we are required to inform the Local Health Department immediately. We will send a notice to parents and staff to inform them that a case of COVID-19 in a student or staff member has been reported and that the school will work with the Local Health Department to notify exposed people. QFA will arrange for the cleaning and disinfection of the classroom and primary spaces where the case spent a significant amount of time. We will implement distance learning for student cases.

All of those identified as close contacts will be informed and instructed to follow [CDPH COVID-19 Quarantine guidance](#). We will maintain the highest level of confidentiality that we can regarding COVID-19 and personal health information while also meeting our notification requirements. As stated above, the Local Health Department will be informed of positive cases.

All of those identified as close contacts should be tested; those who are symptomatic should test immediately; those who are asymptomatic should test 5-7 days from last exposure. Regardless of test results, all close contacts must quarantine for 10 days before they are permitted to return to in-person instruction as defined in CDPH guidance. Those who have tested positive are required to follow the guidance provided above.

## Outbreaks and School Closure

School closure determinations will be made in consultation with the Local Health Department. CDPH guidance says: "A school with confirmed cases and even a small cluster of COVID-19 cases can remain open for in-person education as long as contact tracing identifies all school

contacts for exclusion and testing in a timely manner, any small cluster is investigated and controlled rapidly, and the LHD agrees that the school can remain open.”

The CDPH defines a school outbreak as 3 or more confirmed or probable cases of staff or students occurring within a 14-day period where transmission likely occurred in the school setting. In the case of such an outbreak, QFA will inform parents/guardians and school staff of a cluster/outbreak investigation. QFA will notify the community immediately if the LHD determines that the school must be closed for 14 days due to widespread and/or ongoing transmission of COVID-19 at school, and arrange for the cleaning and disinfection of the entire school before reopening.

## School Closure Determinations

- Within a 14-day period, an outbreak has occurred in 25% or more stable groups in the school.
- Within a 14-day period, at least three outbreaks have occurred in the school AND more than 5% of the school population is infected.

## Routine Testing

Quest Forward Academy strongly encourages asymptomatic staff to test at least once every two weeks. Any community member exhibiting COVID-19 symptoms, who has recently travelled, or has been exposed to someone exhibiting COVID-19 symptoms or who has received a COVID-19 diagnosis, should not come to school and should be tested immediately.

It is an option to get tested through one’s healthcare provider. **Free Public Testing is also available:** The State of California and OptumServe are offering free testing to the general public in Sonoma County by appointment only at various locations. The testing is billed to residents’ insurance providers, and those without insurance can receive a test without any out-of-pocket costs. Fill out the patient survey at [lhi.care/covidtesting](https://lhi.care/covidtesting) to find a location and schedule an appointment. For more information, call 888-634-1123.

Additional free testing resources and information are available on the Sonoma County SoCoEmergency [webpage](#).

## Contact Tracing

Community members are required to report COVID-19 symptoms, exposure, and/or positive test results to the Coordinator ([staysafe@questforward.academy](mailto:staysafe@questforward.academy)) for the purposes of contact tracing.

## Staff, Student Training and Community Education

### **Staff training on Plan Implementation**

Before in-person instruction begins, staff will have completed Safe Schools COVID-19 safety training as well as on-site reviews of the Return to School Plan policies and procedures in accordance with state guidelines.

### **Family Education on Plan Implementation**

QFA's COVID-19 Return to School Safety Plan will be posted on the school website at least 5 days before in-person instruction resumes. QFA has sent out a survey to all parents and either through survey or phone has achieved 100% participation. QFA staff will hold an informational town hall to review the safety plan and answer any questions. Parents and students will be required to sign an acknowledgement that they have read and are familiar with the school's safety plan before a student may return to in-person instruction.

### **Safe Practices Orientation**

Students will be provided a safe practices orientation in their learning cohort on their first day back on campus.

## A Day in the Life: In-Person School in COVID-19

### Before You Return To School The First Day

#### **Review this guidebook, sign Acknowledgement form and bring**

- Review the policies and procedures outlined in this Return to School guidebook
- Students and parents/guardians sign the Return to School form
- Parents make sure that they have a signed COVID waiver on file at school

### Before You Come to School Every Day

#### **Health Pre-screen, pack supplies**

- Complete your at home health screening.
- Pack all the supplies you will need for learning during the day.

### On Arriving at the Academy

#### **Mask, health screen before entering building**

- Please put your mask on before exiting the car.
- Only students in the designated cohort(s) for the day may exit the car.
- Parents are asked to stay in or by their vehicle during pick up/drop off. Parents not remaining in their vehicles must wear masks if on school grounds.
- Students will line up outside of the front entrance to the school in the designated area, observing social distancing markings.
- Students will not congregate at entrance or exit areas.
- The Academy will provide social distancing floor markings in waiting and reception areas.
- A designated staff member will take the temperature of each student and ask them COVID health screening questions (itemized below). Students who have a temperature above 100 degrees Fahrenheit or who answer yes to any of the questions will not be allowed to enter campus.
  - Have you or anyone in your household had any of the following symptoms in the last 21 days: sore throat, cough, chills, body aches for unknown reasons,



shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100 degrees Fahrenheit?

- Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
- Do you have any reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- To the best of your knowledge have you been in close proximity to any individual who tested positive for COVID-19?
- If a student exhibits symptoms, or answers yes to any of the above questions, they will be instructed to wait outside the building at the designated isolation area and a parent or guardian will be called immediately for pickup. A staff member will supervise these students from a 6' distance until a parent or guardian picks up the student.
- If they can enter, students will use hand sanitizer, go directly to drop off their cell phone and then go directly to their first classroom space, following the demarcated traffic flow to ensure distancing.

## When Switching Rooms

**Masks required; 6' distancing; sanitize your area before leaving.**

- When entering a classroom, students will use hand sanitizer
- Before leaving a classroom, each student will be responsible for wiping down their workspace with a disinfectant wipe. These will be provided by the Academy and handed out by a staff member towards the end of each class period.
- Students will follow the designated directional signs on the floor of hallways or staircases to move from location to location.

## When Eating Lunch

**Sanitize; don't share food; 6' distancing.**

- Students will wash or sanitize their hands prior to picking up their lunch.
- All food will be served by gloved and masked personnel.
- When getting lunch, students will follow 6' distance in the lunch line. This may mean having groups of students coming into the lunch line at a staggered entry.

- For the time being, the Academy will be using pre-packaged disposable packs of silverware.
- Lunch will be picked up via contactless measures. (i.e. the bagged or boxed lunches will be pre-packaged and the students can just pick up a single bag or box).
- Once a student has their lunch, they will make their way to one of the designated eating areas and stay in that place for the duration of the lunch period.
  - Weather permitting and with staff supervision, students can eat outside. They must maintain 6' distance from any peers or adults.
- While eating, a student or mentor can remove their mask. However, masks must be worn when going to/from a person's table or eating location.
- No food or drink will be shared.
- When done eating, students will throw away trash or compost in designated bins and immediately wash/sanitize their hands.
- At the end of the lunch period, students will move to their next classroom in cohorts, rather than all at once, and as directed by a designated staff member.

## In the Common Areas

### **Masks required, 6' distancing.**

- In general, large gatherings and assemblies will not be held at this time.
- If in a common area, all students and staff will maintain 6' distance between each person and there will be no sharing of devices, headphones, or other games.
- Lockers will be taped off. Instead, students will carry around their individual items in a backpack or other personal bag throughout the building and during the day.

## When Meeting with a Mentor

- Maintain 6' distance between the student and mentor at all times.
- If a mentor needs to show a student something, they can
  - show it on a larger screen that they can both see from a distance or
  - screen share and walk a student through it.

## When Using the Restroom or Getting Water

### **Only 2 people at a time; wash hands well; masks required.**

- There will be no more than 2 people in each of the respective gender restrooms at any one time
- All students and staff will wash hands with soap and water before leaving the restroom.
- Water fountains will not be used at this time, but the water bottle refill station will be available. Students will bring personal water bottles that they can reuse and keep to themselves. If a student does not have a water bottle, then the Academy will provide cups as needed.

### When Mentors are Working or Eating (in the Workrooms)

- Each mentor will have a designated space somewhere in the building where they can house their items so as to limit the spread of germs.
- If working or eating in the faculty workrooms, staff must maintain 6' distance. If that is not possible, an alternative space should be found (e.g. a classroom, outside, etc).
- When finished with that workspace, they will wipe down the space and chair.

### When Exercising or Meeting Outdoors

- Sharing — equipment, games, supplies — will generally be avoided at this time. When that is not possible, the supplies will be thoroughly cleaned with soap and water after each use.
- Exercise or physical activity will be limited to independent activities (e.g. running, etc), rather than group activities at this time.

### When Waiting for the Bus or Parent Pick Up (On Leaving the Academy)

- Students will wait outdoors in the designated waiting area.
- Students will not congregate at entrance or exit areas.
- Parents are asked to stay in or by their vehicle during pick up/drop off.
- If students need to wait indoors, they will do so in their last classroom of the day and will be called to their car one at a time.

## When there is a Parent-Teacher Conference or other Parent/Guardian Meeting

- These meetings will generally occur via phone or video conferencing. If an in-person meeting is deemed critical, it may only take place where social distancing can be maintained.

## During an Emergency Fire Drill or other Emergency Situation/Evacuation

- As much as possible, students and staff will maintain 6' distance when leaving the building.
- Once outside, they should continue to maintain 6' distance and use alternative spaces (e.g. parking lots) as needed to spread out away from the building.

## When a Student Gets Sick During Class

### **Go home immediately; contact tracing and communication; COVID test.**

- The student will immediately gather their belongings on their own and make their way to the isolation area in the front of the building to get their temperature taken and answer any health questions.
- The isolation area will be located outside of the main entrance at the first outdoor table.
- If a student leaves the school sick or exhibits symptoms or a fever, they are not permitted to return until they test negative for COVID-19.
- The QFA COVID-19 Coordinator will follow state protocols for contact tracing and communication

# Acknowledgement of Return to School Plan

We require that all members of the QFA community agree to abide by the safety procedures and policies listed in this Plan in order to return to in-person instruction.

By signing this form, you agree to:

- Follow masking, distancing, and traffic flow policies while on campus
- Practice frequent hand-washing and hand sanitation while at school, including on entering and leaving the building, the bathroom, and classrooms, and before and after eating
- Pre-screen daily at home and stay home if you are exhibiting any of the symptoms on the screening form, or if you may have been exposed to COVID-19
- Get tested if you or any member of your family develops COVID-19 symptoms or believes they may have been exposed, and report the test results to the school Coordinator ([staysafe@questforward.academy](mailto:staysafe@questforward.academy))
- Self-quarantine if you believe you may have been in contact with someone who has the virus or may have the virus
- Inform the school ([staysafe@questforward.academy](mailto:staysafe@questforward.academy)) immediately if
  - You or any family member develops symptoms
  - You or any family member has been exposed to COVID-19
  - Any suspected or confirmed COVID-19 case in your household
- Abide by the county and state guidelines regarding health and safety

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_