

# Ozark Adventist Academy



## COVID-19 Guidelines

## Summary

Ozark Adventist Academy is committed to opening the school for the 2020-2021 school year with students on campus and in the classroom. Please be assured, the administration, faculty, and staff have the safety, health, and well-being of Ozark students at heart. We are looking forward to a successful school year with a regular program, that while not the same as in years past, will fulfill our goals of educating for eternity and preparing our students for a lifetime of fulfilled Christian service. Our plan is based on the recommendations from the Arkansas Department of Health (ADH), Centers for Disease Control (CDC), and the Arkansas-Louisiana Conference of Seventh-day Adventists.

The cornerstones of our plan are based on wearing face coverings, social distancing, handwashing, and increased cleaning and disinfecting. Please understand, it is not possible to guarantee that students and staff will not be infected and develop COVID-19. The guidelines listed in this plan are an attempt to take reasonable measures to reduce risk, while at the same time being prepared to quickly respond should someone be exposed to the virus.

We will continue to monitor the situation and as recommendations from the ADH and CDC change regarding the pandemic, our guidelines will be updated to meet current best practices.

## Calendar

In an effort to reduce the exposure that staff and students might encounter during regular calendar activities we have made the following changes:

- **Fall Home Leave** - We are moving the fall home leave and combining it with Thanksgiving Home Leave. Students will leave Ozark on November 25 for Thanksgiving Home Leave.
- **Online Instruction** – December 7-17, we will have 9 online class days. Please check the calendar A/B day's and the website for the special online instruction schedule. Students will not return to campus until the start of second semester.
- **Trips/Activities** – All off-campus trips and activities have been canceled for first semester unless we can ensure student and staff safety. We are hoping to reschedule Music Fest, Heritage Tour and Creation Tour during the latter part of second semester.

## Entering Campus

All persons entering campus must answer a health questionnaire and have their temperature taken prior to remaining on campus. At this time, we are limiting access to our campus to students, staff and parents/guardians.

The following conditions will not be allowed to remain on campus:

- Persons with any of the following symptoms: fever of 100.4 or higher, shortness of breath, coughing, muscle aches, fatigue, loss of taste or smell, nausea/diarrhea, unusual rash should remain at home.
- Persons who have had close contact, less than six feet for more than 15 minutes, with a positive COVID-19 person in the last 14 days.
- Cloth face coverings, that cover the nose and mouth, must be worn at all times while on campus unless students are in their own dorm room, in the cafeteria seated at a table eating, or when directed by a staff member that proper social distancing can be achieved. Persons with a medical condition or disability may request an exemption to the cloth face covering and wear a face shield that covers the whole face and extends to below the chin.

We are asking staff, students, and parents/guardians to practice social distancing of six feet throughout our campus as much as possible.

## Classes & Work

- **If you are Sick**
  - Day Students stay home and notify the school attendance office at [attendance@ozarkacademy.org](mailto:attendance@ozarkacademy.org).
  - Dorm Students notify your dean.
- **Health Checks**
  - All students and staff must be free from COVID-19 symptoms in order to attend class or work.
  - Dorm students will answer their health questionnaire and have their temperature taken before leaving the dorm. Once they clear the health check, they will be given a pass to attend classes and work.
  - Day students must go directly to the business office where they will answer their health questionnaire and have their temperature taken. Once they clear the health check, they will be given a pass to attend classes and work.
- **Face Coverings**
  - Cloth face coverings, that cover the nose and mouth, must be worn while in class or at work unless directed by a staff member. Persons with a medical condition or disability may request an exemption to the cloth face covering and wear a face shield that covers the whole face and extends to below the chin.
  - Students and staff must have and wear their own personal face covering. If students or staff forget their face covering, or need a replacement while on campus, they can purchase a disposable face mask in the business office for \$1.00.
- **Social Distancing in the classroom**
  - Students will have assigned seats in each class and desks will be moved to provide as much distance between them as possible.
  - Students should enter the classroom and go directly to their assigned seat. Please do not congregate in the hallways or classrooms.
  - Teachers will practice social distancing while teaching and must wear a face covering unless they are at least twelve feet from the students.
  - The teacher will dismiss the students beginning with the row closest to the door. Please do not congregate in the hallways or classrooms.
- **Social Distancing at Work**
  - Students and supervisors should practice social distancing as much as possible and wear a face covering when not working alone.

## Cafeteria

- Face coverings must be worn in the cafeteria, except when seated and eating.
- Tables will be spread out and have limited seating to allow for social distancing.
- Hand sanitizer will be available at the entrance to the serving area.
- Labels will be placed marking proper social distancing for students waiting in line to get their food.
- No foods will be self-service; all foods will be pre-packaged or served by cafeteria workers.
- Tables and chairs will be disinfected between use.

## Transportation

- Face coverings must be worn while in a school vehicle.
- We will limit the use of school transportation as much as is practical.
- Vehicles will be cleaned and disinfected between uses.

## Athletic Department

- Varsity and JV team sports will not have any team play at this time and will follow ADH guidelines as to when team play can begin. We plan to meet to work on sport fundamentals, individual skills, and understanding the rules and regulations without team play.
- Gymnastics will focus on tumbling and conditioning. This will allow for social distancing while still learning new skills and developing strength and flexibility.
- PE & Personal Fitness Classes will concentrate on individual skills and personal fitness until guidelines change. Any team sports will be played outside.
- Intramurals will continue with outside sports and sports that can include social distancing.
  - Intramurals will be limited to students and staff at this time.
  - We will not be allowing visitors to view games in an effort to increase our campus safety and protection.
- All equipment will be sanitized between use.

## Music Department

- Choir and Band are suspended at this time.
- Bell Choir and String Ensemble will continue but will be adjusted to allow for social distancing.
- We will be adding alternative music classes to replace choir and band until they are allowed to meet again.

## Campus Ministries

Students and Staff must wear face coverings at all Campus Ministries functions, including church, unless directed by a staff member that it is okay to remove your face covering.

## Dorms

- **Visitors**
  - At this time, our dorms are closed to visitors.
  - Only residents, deans, and essential personnel are allowed at this time.
  - Day students are not allowed in the dorms at this time.
- **Face Coverings**
  - Face coverings are required for group gatherings like chapel and club functions.
  - Students and Staff are encouraged to practice social distancing as much as possible.
- **Leaving Campus**
  - Students can only be checked out by their parents/guardians.
  - If students need things from town, we are requesting at this time that parents/guardians or students place orders for pick-up at the Walmart Supercenter in Siloam Springs. Staff members will pick up the orders as needed.
- **Senior Leaves**
  - Senior leave privileges are suspended at this time.
- **Cleaning & Sanitizing**
  - Common areas will be cleaned and disinfected at least twice per day.
  - Students will be responsible for cleaning and sanitizing their rooms and bathrooms.
- **Dorm Rooms**
  - As far as possible, each student will be assigned their own room.
  - Students should not be in other students' rooms.
  - Students may only sleep in their assigned rooms. No sleep overs in other students' rooms at this time.

# General Health & Safety

- **Heating & Air Conditioning**
  - All central heating and air conditioning unit filters have been changed to a special filter designed to trap smaller particles including allergens and viruses.
- **Increased Cleaning & Sanitizing**
  - All janitorial staff and student workers will be instructed as to our enhanced cleaning procedures.
- **Teachers and Staff**
  - Will use health department approved disinfectants and will disinfect all chairs, desks, doorknobs, and any other common area between each class.
- **All Buildings**
  - Will have general cleaning and disinfecting done each day the building is in use.
  - Common areas like door handles, crash bars, railings, bottle fillers and counters, will be cleaned and disinfected at least twice per day.
- **Restrooms**
  - Restrooms will be cleaned and disinfected multiple time each day the buildings are in use.
  - Students are encouraged not to congregate in the restrooms.
    - We recommend no more than two persons in a restroom at any time.
- **Drinking Fountains**
  - Drinking fountains without bottle fillers will be turned off.
  - Drinking fountains with bottle fillers will only be able to be used to fill bottles.
- **Personal Hygiene**
  - Students and staff are encouraged to wash hands or use hand sanitizer regularly to help prevent the spread of germs.
  - Reusable cloth face coverings should be washed after each use.
  - Disposable face coverings should be discarded after each use.

## What if you are sick?

Any day student or staff that is feeling unwell should remain at home. Dorm students that feel unwell should contact their dean on duty.

- Students/Staff may come to class/work if they meet the following criteria:
  - Can participate in class without the need for fever/symptom reducing medicine.
  - Has a temperature below 100.4
  - Has no COVID-19 symptoms such as shortness of breath, coughing, muscle aches, fatigue, loss of taste or smell, nausea/diarrhea, unusual rash, with or without fever.
- Students/Staff will be placed on sick list if they have any of the following symptoms:
  - Feeling unwell and any signs or symptoms of a communicable disease.
  - Temperature 100.4 or greater and/or any other COVID-19 symptoms.
  - Once placed on sick list:
    - Dorm students will be isolated in a designated sick room.
    - Day students and staff are to stay home or will be sent home if they become sick during the day.
- If they have been in close contact with a COVID-19 positive person, (less than six feet) for more than 15 minutes:
  - Dorm students will be quarantined in a designated sick room or at home for 14 days.
  - Day students and Staff will be quarantined at home for 14 days.
- Dorm students will be sent home if:
  - After being monitored for 24 hours and the dorm student still has a fever of 100.4 or greater and/or any other symptoms consistent with COVID-19 the determination will be made if the dorm student needs to go home. Once the decision has been made that the student needs to go home, the parent/guardian will need to make private transportation arrangements.

- When can Students/Staff return to school?
  - If they did not have symptoms consistent with COVID-19:
    - They may return after 24 hours of being fever free without fever/symptom reducing medications.
    - Be cleared by the school nurse practitioner.
  - If they were exposed to a COVID-19 positive person:
    - Students/Staff will remain quarantined:
      - Dorm students will be quarantined in a designated sick room or at home for 14 days.
      - Day students/Staff will need to quarantine at home for 14 days.
  - If they were positive for COVID-19
    - They must remain at home for a minimum 10 days **and**
    - Until they are fever free for at least 24 hours without fever reducing medications **and**
    - Symptoms have improved **and**
    - Be cleared by the school nurse practitioner.
- Students on sick list, quarantine, or at home will be asked to attend classes via zoom if they are able.

## Communication

Our goal is to ensure that our students, staff, and parents are fully informed about decisions that are being made, especially in the current environment where things can change rapidly. We are committed to the following methods of communication:

- Weekly "This Week at Ozark" emails.
- Emails from the Principal as events occur or decisions are made that we need to inform you about.
- In the event of an emergency or time sensitive announcement we will use our Parent Alert text notification service.
- Ozark website and calendar

We will continue to send our regular communication regarding academics and attendance for your son/daughter throughout the year.

If you have questions or comments regarding the information provided in this plan, please know that we are always available to discuss your concerns. Please email or call the principal or any other staff member if you have questions or concerns.