



# REOPENING SAFELY

Phalen Leadership Academies  
COVID-19 Safety Policies

Reopening schools safely for our teachers, scholars, and families for the new school year is our top priority. We have a strong commitment to our families and community to continue to improve the lives of children through quality education in a safe and nurturing environment.

Our school reopening plans have been developed using state and national health guidance. The goal of our plan is to provide clear policies and protocols to reopen safely. As with every COVID response plan right now, this information is fluid and will change as necessary based on guidance from the state, Center for Disease Control (CDC), and considerations to our families and our staff.

## Network Safety Policies



### Temperature Check Kiosks

Temperature check kiosks & touchless scans for employees, families, & scholars before entry.



### Face Masks/Shields Required

Anyone entering the school building is required to wear a face covering to prevent the spread of disease.



### Sanitizing Stations & Room Sanitation

E- Mist Infection Control System for sanitation after each class & school day.

The school will take the temperature of scholars, employees, and vendors before they may enter school property every day. If a child is sneezing or coughing, he or she may be excluded to minimize the spread of bodily fluids, even if the person is not exhibiting signs of COVID-19. If a scholar is obviously ill, the school may make additional inquiries. To ensure everyone's safety, parents may be called to pick-up the scholar. If a scholar or staff member is exposed to COVID-19 as confirmed through testing, we will notify any families or staff that may be impacted. Scholars or staff may be asked to quarantine. If a scholar is excluded from school due to COVID-19 symptoms or has had a positive COVID-19 test, his or her siblings or other scholars living in the same household will be questioned and if they exhibit symptoms, they will also be excluded from school. If they do not exhibit symptoms, they may still be excluded from school and asked to self-quarantine.

## Masking Policy

All staff will wear face masks and/or shields matching CDC requirements for the highest level of protection and prevention at all times while on campus. Staff members must also pass a temperature screening before entering the building.

Scholars will also be required to wear face masks and pass a temperature check before entering the building. Masks will be required for all bus riders.



# What To Do If Your Child is Sick

The school recommends that parents take their scholar's temperature prior to coming to school and verify that the scholar has not exhibited any COVID-19 symptoms. In addition, scholars will have their temperature checked before attending class.

Scholars and employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately. Scholars and families should be familiar with the symptoms of COVID-19 based on CDC Guidance:



## Know the Symptoms



Fever or Chills



Cough, Shortness of breath or difficulty breathing



Fatigue, Muscle or body aches, Headache



New loss of taste or smell



Sore throat, Congestion or runny nose



Nausea or vomiting, Diarrhea



Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness such as the flu remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications.

Visit [cdc.gov](https://www.cdc.gov) for more information on how to recognize symptoms.

If an employee calls in sick or appears ill, the school will inquire as to whether the employee is experiencing any COVID-19 symptoms. Employees exhibiting symptoms of COVID-19 without other obvious explanations are prohibited from coming to school, and if they do come to school, they will be sent home immediately.

## Additional Safety Guidelines

We will ensure a clean school, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, conference rooms, door handles, and railings. E-Mist Infection Control System will sanitize after every class and at the end of each day.

Water fountains will be closed and scholars will be allowed to bring labeled water bottles. Hand sanitizer stations will be placed in areas where soap and water are not readily available, and we will be modifying common areas in our building to increase the ability for physical distancing. Masks will be worn by all staff and scholars. No visitors will be allowed in the school building.

Additionally, employees are required by the school to participate in various health and safety trainings in an effort to mitigate the risk of spreading an infectious disease. Training will be issued throughout the year given the fluid nature of the pandemic.



Get Support from  
Our Help Team

**PLA has a help center available to  
parents in need of technical support.**



888.655.0777



[HelpDesk@PhalenAcademies.org](mailto:HelpDesk@PhalenAcademies.org)

To contact our campus directly,  
please call **317.226.4103**