

George and Veronica Phalen Leadership Academy

2323 N. Illinois St. Indianapolis, IN 46208 317-333-6980



The George and Veronica Phalen Leadership Academy (GVPLA) COVID-19 protocols for the 2021–22 school year were created based on updated guidance from the Indiana State Department Health (ISDH), Marion County Health Department, and the Center for Disease Control and Prevention (CDC).

These protocols are subject to change based on new guidance from the health departments and the organization listed above.

Face Masks

GVPLA requires all scholars in grades K-8, staff, contractors, and visitors to wear a face mask during all in person class instruction time and when maskwearing requirements or recommendations will not cause a health risk.

*Optional for staff and scholars when outside. Masks are required outside only if socially distancing is not possible.

Temperature Checks and Morning Arrival

For all scholars arriving to school each day, a staff member will perform a temperature check on all scholars before they exiting vehicles during morning arrival.

If a scholar has a temperature at or above 100.4°F, **ALL** scholars in the vehicle will be sent home and will receive further guidance from the school nurse and/or principal/school leader.

Unless arranged in advance, all scholars must arrive to school in the arrival lane. Parents/guardans do **NOT** park in the proximity of the school and have your scholar walk to the door. This is in violation of our arrival protocol and will not be tolerated.

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Scholars arriving late to school will NOT be permitted to enter the school without a staff member performing a temperature check. Parents/guardians **MUST** stay with their child(ren) until they are permitted to enter the school.

Contact Information

All scholars must have valid and current means of contact information for staff to always reach parents or designated guardians on file.

- Contact information must be updated regularly and whenever there is a change (new phone number, change of address, new authorized adult etc.).
- Parents/guardians must maintain a plan and the resources necessary to have an ill child picked up by an authorized adult, within one (1) hour of being contacted by GPLA personnel.
- Failure to do so repeatedly without correction may be viewed as “child endangerment” and may be referred to Indiana Children and Family Services for investigation.

Contract Tracing/Quarantine

The GPLA nurse will track positive cases throughout the school and will notify families and staff of any positive cases at our school.

- Contact tracing and quarantine procedures will be followed for those who have been in close contact with anyone who tests positive for COVID-19. Close contact is defined as being within 3 feet of a person who tested positive for COVID-19 for a total of 15 minutes or more in a 24-hour period.
- Individuals who test positive for COVID-19 must stay home 10 days following the onset of symptoms or a positive test result and must be 24 hours fever free without fever reducing medications and symptoms improved before returning from isolation.
- Close contacts who have not been vaccinated will need to quarantine according to these guidelines:
 - Those who have tested on or after day 5 and received a negative result may return on DAY 7.

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- Those who have not been tested and are not experiencing symptoms may return on DAY 10.
- Those who have not tested and have experienced symptoms may return on DAY 14 providing any symptoms have improved and any fever has been gone for 24 hours without medication.
- Vaccinated scholars and staff members who are asymptomatic are not required to quarantine. (Will have to volunteer to show proof of vaccine)
- Symptomatic scholars or staff without a positive exposure to COVID will require a negative PCR test or a release from a medical provider to return.
- Seating charts will be maintained in all classrooms and the cafeteria so that contact tracing can be conducted.
- COVID-19 symptoms must be monitored at home for scholars and staff. Those displaying symptoms must remain at home.

Return to School After Isolation/Quarantine

Return to School After Exclusion

- Once a scholar is excluded from the school environment and has a positive test for COVID -19, they may return if they satisfy the recommendations of the CDC (Center for Disease Control). Currently those guidelines are:
 - They have not had
 - a fever for at least 24 hours (that is a full day of no fever without the use of medicine that reduces fevers); **and**
 - Other symptoms have improved (for example, no longer has shortness of breath and coughing or other symptoms have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared: **or**
 - The individual has tested negative and has no fever for at least 24 hours without use of fever reducing medication; **or**
 - Have been released by a healthcare provider

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- Once a scholar is excluded from the school environment and **tested negative** for COVID -19 or not tested **but has no symptoms**, they may return if they satisfy the recommendations of the CDC. The parent/guardian shall confirm with the school nurse prior to the student being allowed to return to the building that the prescribed period of isolation and treatment has been successfully completed. Currently those guidelines are:
 - They have not had a fever for at least 24 hours (that is one full day of no fever without the use of medicine that reduces fevers); **and**
 - Other symptoms have improved (for example, when cough or shortness of breath have improved); **and**
 - At least 10 calendar days have passed since symptoms first appeared; **or**
 - Have been released by a healthcare provider.
- Excluded scholars are not allowed to return to the building before speaking with the School Nurse

Medical exclusion days are not counted against a student's attendance or truancy

- ***Even without symptoms, GVPLA may exclude a scholar from the school building and recommend that they self-quarantine for 10 calendar days if the scholar has:***
 - recently had contact with a person with a suspected or confirmed case of COVID-19, (including family members and/or other students living in the household); **or**
 - has someone in their home being tested for COVID-19; **or**
 - recently traveled from somewhere considered to be a “hot spot” by the CDC.

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COVID-19 Symptoms Checklist

The following are the COVID-19 symptoms parents/guardians and staff should check each morning before attending school or work. Those who have these symptoms should stay home.

- Fever above 100.4
- Chills
- Cough
- Shortness of Breath
- Fatigue
- Muscle/Body Aches
- Headache
- Loss of Taste/Smell
- Sore Throat
- Sinus Congestion

Isolation Room Protocols

Scholars and staff may become ill and display signs of infection that are consistent with COVID-19 while at school. When this happens, if the scholar or staff are unable to leave school immediately, they will be placed in a designated isolation area that is away from other staff and scholars.

A space is set aside to monitor scholars, staff, or support personnel who develop or are sent to school with a suspected airborne infectious disease or condition. This room will be monitored by the school nurse. In the nurse's absence or incapacitation, secondary personnel as designated by the school principal will be trained to monitor occupants for distress, and how to respond, enter, exit and if necessary, safely aid assistance to people isolated as described.

Although the isolation room protocols are geared to respond to Covid-19 safety criteria, any patient that the nurse deems as possibly infectious (primarily

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through airborne particles, such as the flu, measles etc.) may be placed in isolation until appropriate transportation out of the school is arranged.

The isolation room is to be a designated space monitored either by direct line of sight or through electronic audio and visual monitoring. The space must be a minimum of 10'X10' (preferably larger) and separated from routine patient population and traffic. No one other than the nurse or principal appointed, and trained nursing support designee are to enter an occupied Isolation Room.

Cleaning, Sanitizing, Hygiene, and PPE

All high-touch surfaces will be cleaned and sanitized frequently in the classrooms and throughout the school building.

Handwashing as much as possible and hand sanitizer will be continuously accessible and available.

GVPLA will stock disposable masks for emergency use only. Scholars are required to wear a mask to school and have an extra mask for use every day.

Water fountain will be closed. GPLA will provide water bottles and have them available for scholars. Scholars are encouraged to bring their own personal water bottles.

Reporting Requirements

Parents/guardians must notify the school if their scholar has been exposed to a person who has tested positive for COVID-19, is exhibiting any signs and symptoms of COVID19 or has tested positive for COVID-19. Please call the school and ask for the school nurse, and if not available, ask for the principal/school leader. For individuals that are confirmed positive, the parent/guardina will be informed that the local health department will be notified and will be contacting them.

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When a **confirmed** positive COVID-19 case is reported to the school, the nurse, or in the absence of the nurse the principal/school leader, will notify PLA Human Resources and the nurse will notify Marion County Health Department.

Social Distancing – Classrooms and Cafeteria

An individual is a close contact if UNVACCINATED and meets one of the following:

- If anyone in the classroom is unmasked and individual is within 6 feet of a person who has tested positive for COVID-19 for a total of 15 minutes or more within a 24-hour period
- If all individuals are masked in the classroom, an individual is a close contact only if fewer than 3 feet from the person who tested positive for COVID-19 for a total of 15 minutes or more in a 24-hour period
- In all other areas of the school environment, any unvaccinated individuals within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more in a 24-hour period
 - GPLA will continue to cohort students as much as possible and practice social distancing of 3 feet when possible.
 - Seating charts will be maintained in classes and during lunch periods for contact tracing.
 - Masks are not required for scholars while eating and drinking.

Scholar Quarantines and Learning

Students who must quarantine due to COVID-19 will receive classwork from their individual teachers.

Visitors and Volunteers

Masks are required for all visitors — parents/guardian, vendors, etc. — regardless of vaccination status while indoors. If outdoors, masks are required only if socially distancing is not possible.

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Visitors will be limited and will **ONLY** be permitted in the building at the discretion of the principal/school leader, and a symptom check will be performed before entering a school building.

Visitors will **NOT** be permitted on campus to eat with scholars/staff during breakfast or lunch.

Volunteers will **NOT** be permitted on campus until further notice.

PE, Recess, and Music

During inside recess and PE, scholars are required to wear their masks.

Scholars and staff can remove masks during active play outdoors — regardless of vaccination status — if socially distanced.

During music class scholars must maintain social distancing and wear face masks.

Vaccination

Currently for ages 12 and older, receiving the COVID-19 vaccine is the best way to protect yourself and others from the virus.