



HSArts COVID Response Guidelines and Procedures

Updated: 8/21/20

In accordance with city and state guidelines and regulations, in conjunction with the HSArts Health and Safety Plan, the following is the HSArts COVID Response Guidelines and Procedures. Please direct all questions and reports of violations to the COVID Response Representative, Mr. Brian Nieh.

I. Overarching rules

- A. If you are diagnosed with COVID-19, **do not come in**.
 - 1. If you are sick, display any of the symptoms of COVID-19, or have come into contact with anyone diagnosed with COVID-19, also **do not come in**.
 - 2. Students and staff displaying symptoms of COVID-19 during the day will be asked to leave.
 - 3. If sick or diagnosed, follow city and county guidelines on how to quarantine and get tested.
- B. Be educated on COVID-19, health and safety procedures and best practices.
- C. Wash your hands frequently, with soap and a minimum duration of 20 seconds.
- D. Practice social distancing of at least 6 feet both inside and outside of school.
- E. Adults and students aged 10 and over must wear a mask, unless during special instances such as eating or drinking and during physical activities. Students under 10 are still recommended to wear masks.

II. Symptom Checking

- A. Do you / does your child have any of the following symptoms?
 - 1. Fevers or chills OR a temperature of 100.4°F or higher
 - 2. Sore throat
 - 3. New uncontrolled cough that causes difficulty breathing
 - a) for those with chronic allergic/asthmatic cough, a change in their cough from baseline
 - 4. Diarrhea, vomiting, or abdominal pain
 - 5. New onset of severe headache, especially with fever
- B. Students and staff can return only if:
 - 1. 24 hours with no fever, without taking medicine that lowers fever; AND
 - 2. symptoms have improved; AND

3. a negative COVID-19 test OR 10 days have passed since symptoms first appearance.
- C. The school will accept doctor or clinic notes regarding symptoms from a different diagnosis, such as strep throat or hand-foot-and-mouth disease, on a case-by-case basis.

III. Drop off / Check in

A. Procedures for Students coming in:

1. Prior to arrival
 - a) Parents may take the student's temperature
 - b) When available, parents may elect to check in students via online form or app
2. Arrival by car / drop off by parent?
 - a) Page St has been designated a slow street, and technically doesn't allow for Thru traffic. It's also hard to get in and out of.
 - b) Recommended drop off locations:
 - (1) Option A: Stanyan St right before intersection with Page St
 - (2) Option B: Stanyan St at the garage past Page St and past the fighting dojo (we talked to the owner of the garage already, so it's ok)
 - c) Not recommended, but ultimately okay no other options
 - (1) Option C: Regular drop off on Page St
 - (2) We will not have the white zone available
 - d) Please see Appendix A for a map
3. Upon arrival
 - a) Students are encouraged to arrive between 7:40-7:55am for middle school and 7:55-8:10am for high school.
 - b) Masks are to be worn at all times.
 - c) Wait behind blue tape before being called by a staff member monitoring the right entrance.
 - d) Temperature will be checked first and a parent/guardian will sign-in after if the student is cleared.
 - e) School does not provide masks for students and non faculty members.
4. Displaying symptoms of COVID-19
 - a) Students will be asked to go home immediately if he/she displays any symptom of COVID-19 before or after entering the facility.
 - b) The administration office will conduct a full report on who he/she had contact with.
5. Actions toward COVID-19
 - a) The administration office will contact the people who were in contact with the student with symptoms of COVID-19.

- b) The administration office may or may not close the class (temporarily) if other students and teachers display symptoms of COVID-19.
- c) The administration office will ask the student (with symptoms of COVID-19) to stay home for 14 days after recovery.
- d) The administration office may ask the student (with symptoms of COVID-19) to get tested for COVID-19.
- e) If the student (with symptoms of COVID-19) is tested negative after the 14 day quarantine, he/she may return to class after recovery.

B. Procedures for Staff Members coming in:

1. Upon arrival
 - a) Masks are to be worn at all times.
 - b) Wait behind blue tape before being called by a staff member monitoring the left entrance.
 - c) Temperature will be checked first and sign-in after if he/she is cleared.
 - d) Gloves are to be worn at all times, unless otherwise.
 - e) Masks and gloves are provided at the front desk.
2. Displaying symptoms of COVID-19
 - a) Staff will be asked to go home immediately if he/she displays any symptom of COVID-19 before or after entering the facility.
 - b) The administration office will conduct a full report on who he/she had contact with.
3. Actions toward COVID-19
 - a) The administration office will contact the people who were in contact with this staff member.
 - b) The administration office will arrange a substitute teacher for the class(es).
 - c) The administration office will ask the staff (with symptoms of COVID-19) to stay home for 14 days after recovery.
 - d) The administration office may ask the staff (with symptoms of COVID-19) to get tested for COVID-19.
 - e) If staff (with symptoms of COVID-19) is tested negative after the 14 day quarantine, he/she may return to work after recovery.

C. Procedures for Staff monitoring entrance:

1. Staff members coming in
 - a) All staff members are to wait behind the blue tape until you signal them to come forward.
 - b) Make sure he/she has a mask on.
 - c) Check if the staff member's temperature is recorded in the online form.

- d) If not, check & record the staff's temperature. Temperature must be below 99.4°F for him/her to enter.
 - e) Staff may sign-in if he/she is cleared. If not, kindly ask the staff member to return home immediately. Staff needs to follow the quarantine procedures as detailed in the Health and Safety Plan.
2. Students coming in
- a) Students may enter the facility 15 minutes before the start of class and no earlier.
 - b) Students who arrive more than 15 minutes before the start of class are to wait away from the line, so that other students may enter the building.
 - c) Students are to wait behind the blue tape until you signal them to come forward.
 - d) Make sure he/she has a mask on.
 - e) Check if the student's temperature is recorded in the online form.
 - f) If not, check & record the student's temperature. Temperature must be below 99.4°F for student to enter.
 - g) If the student fails to meet entrance requirements, the student will be asked to go home. Staff needs to take note of date, time, and student name and report to the Front Office or Administration. Student needs to follow quarantine procedures as detailed in the Health and Safety Plan.

IV. Academic Classes

A. Procedures for classroom:

1. Classes with windows should be opened at the start of the day and closed at the end of the day.
2. Doors should be opened for classrooms with no windows to the greatest extent possible.
3. School will provide HEPA air filter units for each classroom. Please turn them on when your classroom is in use. Make sure to turn them off or set a timer so they don't run continuously overnight.
4. Contact the administration office if disinfecting wipes/spray and other cleaning materials need to be replenished.
5. Classrooms should be wiped down at the end of each class. This includes desks, tables and other similar items used by multiple students and teachers throughout the day. Reminder After Class Checklist available in each classroom.

B. Procedures for Classroom Transition & Dismissal:

1. In between classes
 - a) Students will go to their next class during the period in-between classes while minimizing contact with other students.

- b) Students should maintain social distancing of at least 6 feet whenever possible.
 - c) Students using the restroom should follow the restroom occupancy rules.
2. Dismissal
- a) Teachers and students will clean up after themselves and ensure that tables and desks are wiped down.
 - b) Students are not to leave any personal belongings in the classroom.
 - c) Teachers should check if any leftover items or belongings are still in the classroom.
 - d) If there are leftovers, teachers will safely remove those items in a plastic bag.

V. Lunch time procedures

A. Arrangement

- 1. Students and staff will be separated, and students will maintain cohorts.
- 2. Lunch times will be staggered according to the temporary Covid lunch schedule.

B. Eating Locations

- 1. Middle school students will primarily eat on the balcony.
- 2. High school students will primarily eat in the cafeteria.
- 3. As the main alternative, students will eat in their respective classrooms of their next class (period 5).
- 4. Staff should eat in their own offices or classrooms and avoid using the cafeteria, if space permits.

C. Schedule

- 1. 11:15am Middle school students
- 2. 11:20am High school students
- 3. 11:30am Staff with Period 5 (12:00pm) classes
- 4. 11:45am Rest of teaching staff
- 5. 12:00pm Rest of staff

D. Guidelines

- 1. Students must maintain social distancing of at least 6 feet.
- 2. Students may remove mask during times of eating or drinking, but must keep social distance whenever possible.
- 3. Students are refrained from unnecessary talking or interacting, to minimize the risk of transmission.
- 4. Students should wipe down eating area with wipes before sitting down.
- 5. When finished, dirty dishes and trash should be placed in the provided receptacle bins in the respective eating areas.

E. Menu

1. Lunch menu will be adjusted during this period of time.
2. Students will be served lunch by designated kitchen staff. Students will not be allowed to serve their own lunch, buffet-style.
3. Students are reminded to finish what they can and to not waste food.
4. Students are allowed to get seconds, but only with a new set of lunch ware and utensils.
5. Students are welcome to bring their own lunches. They are permitted to use the microwave and the Parent fridge in the cafeteria.

VI. Arts Classes

A. Procedures for classroom:

1. Classes with windows should be opened at the start of the day and closed at the end of the day.
2. Doors should be opened for classrooms with no windows to the greatest extent possible.
3. Contact the administration office if disinfecting wipes/spray and other cleaning materials need to be replenished.
4. Classrooms should be wiped down at the end of each class. This includes desks, tables, barres, mats, and other similar items used by multiple students and teachers throughout the day. Reminder After Class Checklist available in each classroom.

B. Procedures for Classroom Transition & Dismissal:

1. In between classes
 - a) Students will go to their next class during the period in-between classes while minimizing contact with other students.
 - b) Students should maintain social distancing of at least 6 feet whenever possible.
 - c) Students using the restroom should follow the restroom occupancy rules.
2. Dismissal
 - a) Teachers and students will clean up after themselves and ensure that tables, desks, barres, and mats are wiped down.
 - b) Students are not to leave any personal belongings in the classroom.
 - c) Teachers should check if any leftover items or belongings are still in the classroom.
 - d) If there are leftovers, teachers will safely remove those items in a plastic bag.

C. Materials

1. Art students should use their own set of art materials, and should avoid sharing when possible.

2. Dance students should use their own set of dance materials, including clothes, shoes, warm up gear, therabands, etc.
3. Dance students should stay within a set area for class, using their own barre or mat whenever possible or as arranged by the teacher.

D. Uniform Guideline for Dance Students:

1. Before leaving the house
 - a) Dance students are expected to wear their dance clothes and have their hair ready before entering the facility.
 - b) Dance students are not allowed to change at our facility as we have limited the storage space for students and no lockers available.
 - c) Please make sure the students only bring essential items to our facility, as to reduce crowding and clutter.
2. Upon arrival (for Hybrid Option A - arts only)
 - a) Once he/she is permitted to enter the facility, the student will wait for his/her teacher in either the cafeteria, hallway, or lobby.
 - b) There will be a sign for each group and a staff member will be there to assist anyone with questions.

VII. End of Day / Pick up / Check out

A. End of the day

1. Students who do not have after school clubs or activities must leave the school by 4:15pm.
2. Students who are attending after school clubs or activities must check in with their instructor or supervisor by 4:20pm.
3. Students attending after school clubs or activities must then leave the school by 6:10pm.

B. Pick up and Check out

1. Students should wait by the front door or outside while waiting for parents.
2. Middle and high school students do not need a parent to sign out.
3. Students should borrow the school phone when possible to communicate with parents, in accordance with the electronics policy.
4. Students who leave the building may not return to school unless with express permission from the Front Office.
5. Students will not be allowed to leave during the day.

VIII. Online Distance Learning

A. Materials

1. Students should pick up textbooks and other materials needed for online learning during orientation.
2. If a student needs to retrieve or borrow any materials, items or devices from the school, Parents should arrange with the school a specified pick up time.

3. Parents should remain outside the school while a Staff member brings the agreed upon materials.

B. Distance learning

1. Students are expected to punctually attend online sessions in their various classes with devices that will allowed for video streaming, microphone and sound, and webcam.
2. Students are expected to have their webcams on throughout the duration of the class, unless special exceptions are made with the instructor.
3. Students should not have other apps, browser windows, games open while in class. Students should not engage in texting, chatting, calling, gaming, browsing, unrelated video watching, and other activities on their current device or any other devices.
4. In short, students should conduct themselves as if they are physically present in class and follow all the requisite school rules.

IX. Guidelines when Interacting with Staff, Parents, and Students:

A. General

1. Maintain social distancing of at least 6 feet whenever possible when passing by and communicating with other people.

B. Students

1. Try to avoid making physical contact with staff or other students. For example, giving them a high five or shaking their hand.
2. Remind students to give each other space when interacting or engaging in conversation.

C. Parents

1. Staff are encouraged to maintain strong communication/connection with the students' parents, so that both sides understand the dedication they are putting towards the children.
2. Staff are encouraged to be open and transparent, but prudent and courteous when discussing student matters with parents.
3. The goal is for everyone to be on the same page and understand the needs and duties of each party to ensure quality education and care.

D. Staff

1. Survey the room (offices, classrooms) before entering to see if it is safe to enter. Avoid crowding areas and the doorway.
2. Utilize other forms of communications either through video call, phone call, or email when possible.

X. Miscellaneous

A. Bathroom

1. Students are allowed to go to the bathroom any time they want with teacher permission, however, small groups are not allowed to go at once if it is not their scheduled break time.
2. Maximum occupancy is 3 people.
3. Middle school students should use the upstairs bathroom; High school students should use the downstairs bathroom.
4. If maximum occupancy is reached, students should wait in line on the socially distanced blue lines outside.
5. Staff members must wait in line for the bathroom if a student(s) are in the bathroom and are not part of his/her class.

B. Uniforms

1. Students are not required to wear their school uniforms on campus or at home, until otherwise specified by the school.
2. Students are required to wear dance uniforms while attending dance class.
3. Students engaging in physical activity as part of the P.E. (physical education) period should wear active wear.

C. Lockers

1. No lockers will be available during this time.
2. Students should bring what they need to school and with them throughout the day.
3. Students will not be allowed to change at school, unless given special permission by the administration.

D. Off-campus activities

1. Off-campus activities are allowed and even encouraged during this time period.
2. Any off-campus activities related to class will be arranged by the teacher.
3. Students may not go off-campus during the school day.
4. Any students going off-campus will not be allowed to return without special permission.

E. Breaks

1. 5-15 minutes of break may be given to students if the class is more than 1 hour long.
2. During breaks, students should minimize time in the hallways or bathrooms. Students will not be allowed to engage in physical activities (e.g. shooting hoops) during break. Students may spend time outside on the balcony.
3. Students who are routinely tardy returning from breaks may have break and balcony privileges suspended or revoked.

F. Teachers' responsibility during breaks

1. Teachers are to request a time block of when they would like to start the break, and must be approved by their immediate supervisor.
2. Teachers are responsible for the students during break time. Teachers should oversee the break to the greatest extent.

G. Staff Duties for monitoring bathrooms & hallways

1. Assigned staff members will be monitoring the bathroom and hallway throughout the day.
2. Students are allowed to go to the bathroom any time they want with teacher permission, however, small groups are not allowed to go at once if it is not their scheduled break time.
3. Maximum occupancy is 3 people.
4. If maximum occupancy is reached, students should wait in line on the socially distanced blue lines outside.
5. Staff members must wait in line for the bathroom if a student(s) are in the bathroom and are not part of his/her class.

XI. COVID Response Repercussion System

- A. HSArts will employ the COVID Response Repercussion System to monitor and oversee the COVID Response Guidelines and Procedures.
- B. Any violations of the COVID Response Guidelines and Procedures (by teachers or students) should be reported to the COVID Response Representative.
- C. Repercussions will be given based on severity and frequency of the violations, according to the following system:
 1. General violations of the rules and procedures are considered offenses, and accrue demerits based on the severity of the offense, given with a verbal warning.
 2. Three (3) demerits equate to one (1) citation, which are given with a written warning. The first citation triggers formal written notice to the parents.
 3. Two (2) citations equals one (1) violation, which triggers an online meeting with the parents to notify a potential impending suspension.
 4. The next demerit after one (1) violation will trigger a suspension of the student from on-campus privileges for one week. The student will need to submit a one page written apology and reflection on their behavior, and a signed declaration of change and adherence to the COVID Response Guidelines and Procedures. The accrued demerits will persist and the COVID Response Representative will make determinations on a case by case basis.
 5. Two (2) violations equals one (1) disadulation, and the student will be suspended from on-campus privileges indefinitely until deemed acceptable and safe. The COVID Response Representative will write a formal written review detailing the situation to submit to the school

administration. Students and parents will need to attend an online conference with school administration before a determination will be made on eligibility to return.

XII. Appendices

A. Appendix A

