

THE
ALTAMONT
SCHOOL

BACK TO SCHOOL

Fall 2020



altamontschool.org/academics/covid-19

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Guiding Principles

The Altamont School is committed to providing a safe and healthy school environment for all our faculty, staff, students and parents. To ensure we have a safe and healthy workplace, Altamont has developed the following Back to School plan in response to the COVID-19 pandemic. Administrators, teachers, students and staff are all responsible for implementing this plan. Our goal is to mitigate the potential for the transmission of COVID-19 in our workplaces and communities, and that requires full cooperation among our constituents. Only through this cooperative effort can we establish and maintain the safety and health of all persons in our school.

The Back to School plan is administered by the following school and trustee groups:

- Senior Administrative Team
- Crisis Team
- Academic Planning Team
- Student Support Team
- Board of Trustees
- Medical Advisory Committee

While each team/committee has its own unique responsibilities, the Senior Administrative Team in conjunction with the Crisis Team and the Board of Trustees maintain the overall authority and responsibility for the plan. However, all administrators, staff and faculty are equally responsible for supporting, implementing, complying with and providing recommendations to further improve all aspects of this plan. The Altamont School's faculty and staff have our full support in enforcing the provisions of this plan.

Our students and teachers are our most important assets. Altamont is serious about safety and health and protecting all members of its community. Teacher involvement is essential in developing and implementing a successful Back to School plan. We have involved our faculty in this process by providing access to all relevant communications and information. The school administration has utilized department meetings to solicit feedback about our plan and has created town hall meetings to disseminate and collect vital information for this plan.

In drafting the Back to School plan, the school hopes to create opportunities for growth as well as address the current needs of the COVID-19 environment. For our program in 2020-21, we endeavor:

- to be clear with stakeholders about the challenges of the 2020-21 school year.
- to make a compelling case that the plan will satisfy our two overarching goals of providing the valuable Altamont experience while adhering to the best safety practice known to us.
- to commit to in-person school beginning as soon as safely possible.

Guiding Principles

Altamont's Back to School plan follows the industry guidelines developed by the Centers for Disease Control and Prevention (CDC) and the Alabama Department of Health for COVID-19. Altamont has reviewed and incorporated the industry guidelines applicable to our school provided by the state of Alabama, the Southern Association of Independent Schools (SAIS) and the Alabama Independent School Association (AISA) for the development of this plan.

Altamont must balance the growing COVID-19 crisis in Alabama and Jefferson County with the needs of our students and families. This balance is not easily achieved—we are relying on the input and advice of educational leaders throughout the southeast as well as our own Medical Advisory Committee in order to do what's best for the children and adults in our care. Moreover, schools across our area are not acting uniformly—there is no one-size-fits-all COVID-19 reopening plan. Consequently, we depend on the reliability of the science available to us and the documented educational and social-emotional needs of adolescent children to make the best, mission-centered decision that reflects and values the worth and dignity of everyone in the Altamont community.

In addition to the safety principles, the school has prioritized the following set of standards in formulating its academic delivery program:

1. **Health and wellness of students.** Student stress during traditional, in-person learning has been on the rise in recent years, and the toggle between in-person and our distance learning plan (DLP) potentially can exacerbate student stress. Limiting the number of academic requirements and being sensitive to the in-home demands placed on students are priorities for Altamont.
2. **Health and wellness of faculty members.** In addition to protocols for safety, the school created a program that addresses the health and wellness needs of our faculty. If the school must transition to distance learning, we have created a program that not only provides the educational experience our families expect, but is sustainable for faculty members who are managing the challenges of a blurred personal/professional environment.
3. **In-person learning/DLP toggle.** The school created a model for instruction that makes the toggle between in-person learning and DLP as seamless as possible. Our modular approach to DLP will be mostly a synchronous model with an asynchronous model on Wednesdays.
4. **Hybrid approach to in-person learning.** Our hybrid model allows students who are out of school to attend classes in real time. Also, our model allows faculty who may not be able to work from school to conduct classes in real time.

Back to School Plan

The Altamont School will offer a combination of in-person (grades 5-6) and distance learning plan (DLP) (grades 7-12). Our plan offers opportunities for students to participate in DLP on campus, which include in-person advisory sessions, tutorial meetings with teachers, and limited athletic opportunities during every afternoon. All safety measures are outlined below. **As a reminder, all families, grades 5-12, still have the opportunity to participate from home if that is what they feel is best for their family.** Here are some specifics of the plan:

Grades 5-6 will be on campus and participating in in-person classes from 8 a.m. to 2:50 p.m. on Mondays, Tuesdays, Thursdays and Fridays beginning August 24. The six period, 60-minute schedule will include only Math, Science, History, English and PE. For the entire year, these classes will meet in person on Mondays, Tuesdays, Thursdays and Fridays. Wednesdays will be self-directed workdays. There will be a 45-minute elective rotation class Mondays, Tuesdays, Thursdays and Fridays. These electives include character education, creative writing, introduction to musical theatre, library skills and leadership. There will be one lunch period for these grades. World Language will be postponed for the 2020-21 school year.

Grades 7-12 will participate in our DLP for the first four weeks of the 2020-21 school year beginning August 24. We will have four, 45-minute synchronous sessions for each class each week in addition to various asynchronous activities. Based on student, faculty and parent feedback this past spring, we revised our existing DLP, keeping the following priorities in mind:

- Physical and emotional safety of students and faculty
- As much in-person school as possible
- Easy transition from campus to online learning and back

Altamont's DLP now mirrors our in-person 4x4 block scheduling model. On Mondays, Tuesdays, Thursdays and Fridays, virtual classes will begin at 9 a.m. and conclude at 12:15 p.m. with a 15-minute advisory. Class times will last 45 minutes and follow the order of classes in the block schedule. Students may have additional assignments to complete on their own in the afternoons. Wednesdays will be self-directed workdays for all Altamont students in grades 5-12. Students will utilize Microsoft Teams and Blackbaud for assignments and virtual class sessions.

We will provide on-campus participation in DLP for 50% of the student population for grades 7-12 on Mondays, Tuesdays, Thursdays and Fridays beginning at 9 a.m. each day. We will divide each class alphabetically (by last name) in half and provide on-campus learning cohorts two days a week while we are engaged in DLP. Students will sign up for a two-week cycle; Cohort A will be able to come onto campus Mondays and Thursdays; Cohort B will be able to come onto campus Tuesdays and Fridays. We believe the 50% density in the building will allow us to maintain the safety of both faculty and students while providing necessary peer-to-peer and peer-to-adult socialization.

Back to School Plan

While on campus, students will be placed into learning pods and will be supervised while accessing their class lessons through Microsoft Teams. Students will be placed in larger common areas to access their work and must bring earbuds or headphones to minimize the sound distraction in common areas. Groups will be socially distanced; all students and faculty must wear masks while in the building.

Following the conclusion of the DLP synchronous sessions, students may elect to stay for lunch (all safety protocols apply) in advisory groups. Following lunch, students may elect to make appointments to visit with teachers, work in socially distanced small groups or work individually on asynchronous activities. We anticipate the end of the day for cohorts in grades 7-12 will be 2:30 p.m. If students choose to arrive for the afternoon help sessions and advisory time ONLY, they are encouraged to come to lunch at 12:15 p.m.

Every Wednesday will be a self-directed workday for all Altamont students in grades 5-12. This will give the school an opportunity to do a deep clean of all student spaces and reassess any safety issues that may arise during the week.

We will reassess the COVID-19 climate and school readiness in four-week increments. The next update will be September 7. **Please keep in mind this is our school's initial reopening plan and is subject to change. This plan is based on the most recent information available as of August 12, 2020.**

Academic 4x4 Block Schedule

The school will employ a 4x4 block schedule for the 2020-21 school year. When Altamont is at full capacity with in-person school, classes will be 90 minutes in length and will meet every day of the week. There will be 8 placeholders in the school schedule, and a student's yearly course selections will be spread over two semesters—no more than 4 courses in each semester. At the end of the semester, students will transition to 3-4 different courses. Each course will receive 1 credit toward the Altamont graduation requirement. All core course credits will be satisfied by the end of the year. All courses can be delivered through our DLP. We have created mechanisms for content delivery so that the transfer to DLP is as seamless as possible.

Rationale for the 4x4 block model:

- Allows for a deep-dive into a child's education.
- Smaller class sizes and real-time student-teacher engagement. Teachers see fewer students which allows for greater individualized attention.
- Reduces or eliminates the amount of homework students must finish on any given night.
- Minimizes transitions in any given day.

Important Dates

August

- 12-14 and 17-20** • In-Service
- 19** • New Student Orientation
- 20-21** • Returning Student Facility Walk-through
- 24** • First Day of School/Beginning of Semester 1

September

- 4** • 11:30 a.m. Dismissal for Labor Day Holiday
- 7** • Labor Day (no classes)

October

- 12** • Columbus Day (no classes)

November

- 23-27** • Thanksgiving Break (no classes)

December

- 18** • End of Semester 1
- 19** • Winter Holidays (no classes)

January

- 4** • Teacher Work Day
- 5** • Classes Resume/Beginning of Semester 2
- 7** • Feast of the Roundtable, 6-8 p.m.
- 18** • Martin Luther King, Jr. Day (no classes)

February

- 3** • Pre-Registration Conferences (no classes)
- 12-15** • Winter Break (no classes)

March, April, May

- March 22-26** • Spring Break (no classes)
- April 23** • Spring Holiday (no classes)
- May 21** • Last Day of School/End of Semester 2
- May 27** • Graduation, 2 p.m.



Commitment to Support Altamont's Health, Wellness and Safety Protocols

All families must commit to supporting Altamont's health, wellness and safety protocols, and must agree to keep their children home when they are not feeling well, have COVID-like symptoms, or have potentially been exposed to the virus. Any symptoms, such as a fever over 100.4° F or a persistent cough, would mean the child needs to stay home. Families are required to complete and sign the Altamont School Health and Wellness Pledge. The Health and Wellness Pledge will be a requirement on the Magnus app and will be available to sign prior to the start of school.

Before coming to school each day, students should take their temperature at home and complete a symptom checklist on the Magnus app. The checklist is a short symptoms and exposure review that must be completed each morning before students enter the building. Faculty and staff will be stationed at entrances to make sure students have completed the checklist before entering the building. Anyone without a device to use the app must contact the school nurse, Mrs. Mary Waker, at mwaker@altamontschool.org for an alternative check-in system.

The Magnus app includes questions about exposure and quarantine. Use the app to report possible exposure, quarantine and testing to the school. Keeping the school informed of any known exposure and symptoms is critically important in keeping our students, faculty and staff, and community safe and healthy.



FEVER



COUGH



SHORTNESS OF BREATH

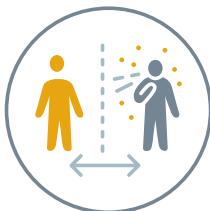
Help Stop the Spread of COVID



**WASH YOUR HANDS FREQUENTLY
WITH SOAP FOR AT LEAST 20 SECONDS**



**AVOID TOUCHING YOUR EYES,
NOSE AND MOUTH**



AVOID CLOSE CONTACT



**COVER YOUR MOUTH AND NOSE WITH
A TISSUE OR YOUR SLEEVE, NOT YOUR
HANDS, WHEN COUGHING OR SNEEZING**



WEAR A FACE MASK

Masks

Masks and physical distancing are required to keep children healthy and in school. Masks must be worn every day by students, faculty and staff, with the exception of during lunch and scheduled mask breaks. Please have your child practice wearing a mask while at home and going about normal activities to get acclimated to wearing it all day. Spare masks will be provided if a mask becomes wet from sneezing or coughing, or breaks during the day.

We highly recommend having a few masks on hand for your student(s) to wear throughout the week. Masks must cover both the mouth and nose, must be at least 2-ply and must attach at the ear or tie behind the head. No bandanas or gaiter masks allowed.

WHY ARE MASKS IMPORTANT?

**HELP STOP THE SPREAD
OF COVID-19**

SHOW RESPECT FOR OTHERS

PROTECT OTHERS

Social Distancing Protocols

Social distancing of at least six feet will be implemented and maintained between teachers and students in school at all times through the following engineering and administrative controls:

The beginning and ending of the school day will be staggered by division so that students will not enter and leave the building at the same time.

The school will use a 4x4 block schedule to eliminate excess transition times and common periods where students and teachers would congregate.

Classrooms have been audited by the school's Crisis Team and Medical Advisory Committee to provide maximum occupancy limits that adhere to the six-feet guidelines.

All desks and tables will be spaced so that students will be no less than six feet apart during normal classroom activities.

Teachers will have assigned seating in each classroom to assist with contact tracing measures, if necessary.

All faculty and staff will have training sessions prior to the start of school regarding all social distancing and personal protective equipment (PPE) measures. Students will be reminded of these practices during advisory.

Signage and floor and furniture markings will help inform and guide students to maintain social distancing guidelines.

The school's Crisis Team has created a traffic flow plan throughout the school property to include one-way traffic in hallways and stairways and multiple entry points to reduce student density. Other student and faculty gatherings, including assemblies, class meetings and informal club gatherings, will be managed remotely.

Facility enhancements in the 5th/6th grade hallway, Rotunda, Student Center, Orange Bowl and Senior Commons reflect our adherence to social distancing. The spaces in the 5th/6th grade hallway and Senior Commons have been widened and seating has been placed at appropriate distances to help mitigate student density. Some seating in the Rotunda, Student Center and Orange Bowl has been removed so that social distancing can be maintained.

Lunch will be served as Grab and Go, and students will be assigned lunch areas with their advisories that have seating spaced at six feet.

Students will not be assigned lockers.

Social Distancing Protocols

Plexiglass barriers will be used to reduce exposure to aerosols in many community spaces, including the Rotunda, Hames Gallery, The Knight's Den (5th and 6th grade space) and Student Center. Plexiglass partitions will be placed on all tables in common areas throughout the building, including all lunch tables.

Only three faculty members will be permitted in the faculty workroom at one time.

Non-essential visitors/guests will be permitted on campus by appointment only. Virtual meetings will be required for all parent/teacher meetings.

Masks must be worn at all times during school hours while in the building, in classrooms and outside. Faculty and staff training for personal protective equipment (PPE), social distancing and disinfecting protocols will occur during the orientation/pre-planning week prior to the opening of school.

Failure to comply with any distancing/PPE protocols will be considered a disciplinary issue and will be addressed by the school's administration. Compliance within each classroom is considered a classroom management issue and is the responsibility of the teacher.

Signage regarding safety measures, social distancing, PPE requirements, and various sanitation stations will be positioned throughout all school buildings.

In classrooms, offices and various other spaces, social distancing will be maximized by furniture placement and space configurations. Seating diagrams and maximum capacities will be displayed in each classroom. Reservations and assigned seating may be required in some facilities to aid sanitization and contact tracing, and to minimize the use of high-touch surfaces.

Floor stickers will be placed in six-foot increments in lunch lines and waiting areas. All hallways and stairways will have directional signage as well.

Students will walk single file down the hallways. They will follow the arrows on the floors and walls.

Stairwells are one direction only. Appropriate signage will be installed to direct students on which stairwells are which direction. There will be no congregating in the hallways or stairwells.

Social Distancing Setups



The Orange Bowl



The Knight's Den (5th-6th Grade
Common Space)



Hames Gallery



Student Center



Livingston Gallery

Building and Ventilation Protocols

Operation of the school includes necessary sanitation, assessment and maintenance of building systems, including water, plumbing, electrical and heating, ventilation and air conditioning (HVAC) systems. The HVAC system is equipped with bipolar ionization units that will help cleanse the air in each Altamont classroom. The maximum amount of fresh air is being brought into the school, air recirculation is being limited, and ventilation systems are being properly used and maintained. Steps are also being taken to minimize air flow blowing across people.

Hand Washing

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. Scrub the front and back of your hands. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose and mouth, and wash or sanitize your hands after touching your face. Students will be reminded to wash hands after common periods, before and after lunch, after using the restroom, and after PE class.

Hand-sanitizer dispensers (that use sanitizers of greater than 60% alcohol) are at entrances/exits, every classroom and various other locations throughout the school. The school will employ workers whose primary role will be replenishing hand hygiene equipment.



**USE SOAP AND WATER
WASH FOR 20 SECONDS
SCRUB FRONT AND BACK
OF HANDS**

Cleaning and Disinfection Protocols

Regular practices of cleaning and disinfecting have been implemented in accordance with CDC guidelines, including a schedule for routine cleaning and disinfecting of work surfaces, equipment, supplies, vehicles and areas in the work environment, including restrooms, break rooms, lunch rooms, meeting rooms, common areas, the Rotunda, and drop-off and pick-up locations.

Frequent cleaning and disinfecting of high-touch areas, including phones, keyboards, touch screens, controls, door handles, elevator panels, railings, copy machines, credit card readers, delivery equipment, etc. is being conducted.

Disinfecting of classrooms and class equipment and materials will occur after each class. The school will employ two temporary workers who will be responsible for the “rails and knobs” job throughout the school. The school will continue to clean the building each night. All students must be off campus or in school-sponsored activities by 3:30 p.m. There will be no exceptions to this guideline.

Appropriate and effective cleaning and disinfecting supplies have been purchased and are available for use in accordance with product labels, safety data sheets and manufacturer specifications, and are being used with required personal protective equipment for the product.

The HVAC system is being equipped with bipolar ionization units that will help cleanse the air in each Altamont classroom. Each week the school will do an electrostatic spray throughout the entire building. Restrooms will be limited to three students at a time. Students should wait until they get to class and then ask their teacher if they can leave to go to the restroom. Every classroom will have an assigned bathroom. There will be signage to remind students to wash their hands. Trash cans are located outside the bathrooms.



Morning and Afternoon Drop-off and Pick-up (50% Capacity)

The daily schedule for grades 5-6 is 8 a.m.-2:50 p.m.

The daily schedule for grades 7-12 at 50% capacity on campus with DLP is 9 a.m.-2:30 p.m.

Morning Drop-off: Students in grades 5-6 may arrive on campus beginning at 7:30 a.m. for an 8 a.m. start time. Students in grades 7-12 have the option of arriving on campus beginning at 7:30 a.m. on their assigned days for a 9 a.m. start time. However, we'd prefer students in grades 7-12 arrive closer to 8 a.m. if possible. Families dropping off students in both grades 5-6 and 7-12 may drop off all students beginning at 7:30 a.m. We asked that student drivers please do not arrive on campus before 8 a.m.

Students will have a specific door to report to each morning. Before students can enter the building, they must be checked off by a faculty/staff member for completing the symptom check on the Magnus app prior to arrival and have their temperature taken.

A temperature screen will be taken through SafeCheck or manually. Temperatures over 100.4° F will be referred to the nurse for additional screening.

Masks are required for the entire day—even outside. No mask? No entry.

Afternoon Pick-up: Parents for grades 7-12 picking up students in afternoon carpool should arrive on campus no earlier than 2:15 p.m. for a 2:30 p.m. dismissal. Parents for grades 5-6 picking up students in afternoon carpool should arrive no earlier than 2:30 p.m. for a 2:50 p.m. dismissal. If you have students in both grades 7-12 and 5-6 that need to be picked up during afternoon carpool, please do not arrive on campus before 2:50 p.m.

Students in extracurricular activities should report directly to those activity sites within 10 minutes of dismissal. Students in extra help sessions should report directly to those sessions only if the teacher has agreed to or planned the help session.

Students may not wander the hallways after school and must remain in either Patton Gym, the Student Center or Hames Gallery.

All students not in approved extracurricular activities must be picked up by 3:30 p.m.

Morning and Afternoon Drop-off and Pick-up (100% Capacity)

When Altamont moves to full-capacity, in-person school for all grades (not DLP), please read the information below.

The daily schedule for grades 5-6 is 8 a.m.-2:50 p.m.

The daily schedule for grades 7-8 at full capacity, in person and on campus (not DLP) is 8 a.m.-3 p.m.

The daily schedule for grades 9-12 at full capacity, in person and on campus (not DLP) is 8:30 a.m.-3:30 p.m.

Morning Drop-off: Grades 5-8 may arrive on campus beginning at 7:30 a.m. for an 8 a.m. start time. Parents need to stay in their cars. Grades 9-12 may arrive on campus beginning at 7:50 p.m. for an 8:30 a.m. start time. Families dropping off students in both grades 5-8 and 9-12 may drop off all students beginning at 7:30 a.m. We ask that student drivers please do not arrive on campus before 8 a.m. for an 8:30 a.m. start time.

Students will have a specific door to report to each morning. Before students can enter the building, they must be checked off by a faculty/staff member for completing the symptom check on the Magnus app prior to arrival and have their temperature taken.

A temperature screen will be taken through SafeCheck or manually. Temperatures over 100.4° F will be referred to the nurse for additional screening.

Masks are required for the entire day—even outside. No mask? No entry.

Afternoon Pick-up: Parents picking up students in grades 5-6 in afternoon carpool should arrive no earlier than 2:30 p.m. for a 2:50 p.m. dismissal. Parents picking up students in grades 7-8 in afternoon carpool should arrive no earlier than 2:50 p.m. for a 3 p.m. dismissal. Parents picking up students in grades 9-12 in afternoon carpool should arrive no earlier than 3:15 p.m. for a 3:30 p.m. dismissal. Families picking up students in multiple grades should follow the timeline listed above for their oldest child. For example, if you are picking up a 5th grader and a 9th grader during afternoon carpool, you should not arrive on campus before 3:15 p.m. Following these procedures will help carpool run smoothly in the afternoons.

Students in extracurricular activities should report directly to those activity sites within 10 minutes of dismissal. Students in extra help sessions should report directly to those sessions only if the teacher has agreed to or planned the help session.

Students may not wander the hallways after school and must remain in either Patton Gym, the Student Center or Hames Gallery.

All students not in approved extracurricular activities must be picked up by 4 p.m.

Deliveries will be scheduled prior to the start of school and by appointment only. No non-Altamont personnel will be allowed in the building without proper screening and must have PPE.

Food Service

Hot lunch will be served each day through a Grab and Go format.

In addition to the serving line in the Diner, we will have an additional portable lunch station. Both lines will serve the same food choices.

Students will be assigned a specific lunch line to always report to for lunch each day. Students will be assigned a specific area to eat lunch in every day with their advisories.

All lines will have floor markers on the ground reminding students to stay six feet apart while waiting in line for lunch.

All lunch locations have tables with plexiglass partitions on them to protect students while they take their mask off to eat. All tables seat two students and are spaced six feet apart.

Bottled water will be available for students at all serving lines.

Students must stay in their assigned area for the entire 30 minutes of lunch.

Students will be responsible for clearing trash and sanitizing tables at the end of the lunch period.

Student Assistance Counseling

Student assistance counseling is available to all Altamont students. If you have questions or need to speak to Mrs. Garrett, contact her at lgarrett@altamontschool.org. For COVID resources, visit our counseling website at altamontschool.org/studentlife/student-assistance-counseling.



Training Protocols

Training for faculty and staff on classroom disinfecting procedures will take place during August in-service meetings.

On August 20-21, returning parents and students will be allowed to tour the building to acclimate to traffic flow plans and see facility mitigation efforts. New families will have the same opportunity to tour the building during Knights Camp on August 19.

The school nurse will provide ongoing remedial training for personal hygiene and proper PPE and hand sanitizer usage.

Students and faculty will be held accountable for adherence to all safety protocols through the Altamont student and employee handbooks.

Consequences for repeated disregard to established and amended safety protocols may result in discipline up to and including dismissal from Altamont.

Environmental Sustainability Efforts

- Solar panels provide 1/5 of the daytime energy needs of the school.
- Students and faculty wear reusable face masks.
- Recycling bins are located throughout the building.



Student Activities

Cocurricular Offerings for Grades 5-6

PE period will be truncated on certain days for special grade-specific programming for grades 5-6. Programming will include academic enrichment/continuation of core subject study and club meetings. Approved sports will meet after school for grades 5-6.

Distance Learning Plan for Cocurricular Offerings

When we are following our DLP on or off campus, we will use Wednesdays as the day for clubs and organizations to meet virtually for all grades.

Full Capacity, In-Person 4x4 Schedule for Grades 7-8

PE period will be truncated on certain days for special grade-specific programming for grades 7-8. Programming will include academic enrichment/continuation of core subject study and club meetings.

Large school-wide assemblies will be discontinued this year.

Lunch can be used as a time for clubs or organizations to meet with the permission of the teacher/sponsor.

All masking rules apply when participating in student activities.

Full Capacity, In-Person 4x4 Schedule for Grades 9-12

Cocurricular offerings will be spaced throughout the day.

Large school-wide assemblies will be discontinued this year.

Lunch can be used as a time for clubs or organizations to meet with the permission of the teacher/sponsor.

All masking rules apply when participating in student activities.

The “new” Zero Period on Mondays, Tuesdays, Thursdays and Fridays will be used for upper school activities and clubs to meet starting as early as 7:50 a.m.

Athletics

Athletics will be maintained on a limited basis beginning August 10 for high school volleyball and high school cross country. We will be working with the athletic department and the head coaches of both programs to assess the safety needs of each activity. We reserve the right to adjust schedules accordingly and will limit participation in events that may not be in the best interests of our athletes.



COVID-19 Infection Response and Prevention Protocols

Section 1: Entering School and Screening

The Jefferson County Department of Health (JCDH) and the CDC currently recommend daily symptom (and temperature if possible) screening by families in their homes prior to school each day.

JCDH suggests the following symptoms are potentially COVID-19 symptoms and should apply to anyone attending or working in a school (i.e. children and adults in schools):

- **New, worsening cough**
- **Shortness of breath/difficulty breathing**
- **New loss of taste or smell**
- **Fever (temperature of 100.4° F or greater) or feeling feverish**
- **Sore throat**
- **Muscle aches and pains**
- **Headache**
- **Nasal congestion/runny nose**
- **Nausea/vomiting/diarrhea/abdominal pain**

Parents—check your child's temperature at home. Please keep your child at home if he or she has any of these symptoms. If a child is behaving as though he or she does not feel well or feels feverish (feels cold, staying under blankets, shivering) or hot to the touch, your child should be kept home.

If your child has any of the higher-risk symptoms (fever/feverishness, cough, shortness of breath or loss of taste/smell or has two or more of the other symptoms), please contact his or her health care provider (see Section 5).

If your child has only one of the lower-risk symptoms (sore throat, headache, muscle aches, headache, congestion or gastrointestinal symptoms) then he or she should be kept home for observation for other symptoms. Siblings of a child with high-risk symptoms should be kept at home until it is determined if the child has COVID-19 or not.

Anyone who has had close contact (household contact or within six feet for longer than 15 minutes) of a known COVID-19 case must stay home for 14 days regardless of the test result.

Should COVID-19 community transmission drop to and remain at a lower level, Altamont will reassess the need for testing and exclusion for these symptoms.

Section 2: Sick Children or Staff Members

Students and adults may begin to feel ill at any time of day. Teachers and other staff will be watchful of students and refer them to the school nurse if a student reports feeling sick or appears unwell. There will be a dedicated sick room space for anyone in school who is displaying signs or symptoms (see Section 5 and Appendix A) of COVID-19, including fever, and is separate from Nurse Waker's office. Her office will be used for administering medications or other care needed by our well students.

COVID-19 Infection Response and Prevention Protocols

Sick students will leave the school as soon as possible based on the symptoms present (one high-risk or two or more low-risk symptoms, see Section 4). Any sick student will be asked to call his or her parents for immediate pick up from school (within one hour if possible). Siblings of any sick student must leave the school as well. A COVID test should be taken immediately through the student's primary care physician or other testing site.

Please provide updated emergency contact numbers through Magnus in case you cannot answer the phone or leave work. Avoid having a high-risk individual (someone who is at risk for severe COVID if infected e.g. grandparent older than 65 years) pick up your child if possible. Any person picking up the child must wear a mask in the school and is strongly recommended to wear the mask in the car.

Students and staff will remain at home if ill. Return to school protocol is outlined in Section 6.

Section 3: Masks and Social Distancing

Masks and physical distancing are required to keep children healthy and in school.

Masks must be worn every day by students, faculty and staff, with the exception of during lunch and scheduled mask breaks.

Please have your child practice wearing a mask while at home and going about normal activities to get acclimated to wearing it all day.

Spare masks will be provided if a mask becomes wet from sneezing or coughing, or breaks during the day.

Masking will not be considered as protective in contact tracing triggered by a COVID case in the school. Exposure will be defined by distance and duration of exposure only (see below).

Physical distancing of six feet between individuals (between students, and between students and teachers) will be maintained based on recommendations from CDC, Alabama Department of Health and the JCDH. The current definition of an exposure to COVID from CDC is an individual who has had close contact (less than six feet away) for more than 15 minutes with a person with COVID-19 who has symptoms (in the period from two days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory confirmed or clinically compatible illness) and/or a person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms in the two days before the date of specimen collection until they meet criteria for discontinuing home isolation.

Plexiglass barriers will be used to reduce exposure to aerosols in many community spaces, including the Rotunda, Hames Gallery, The Knight's Den (5th and 6th grade space) and Student Center.

COVID-19 Infection Response and Prevention Protocols

Students will spend as little time as possible in areas where they may be in close proximity to others, such as hallways. Therefore, hallways will be made one way only (still employing social distancing). Where that is not feasible due to the physical structure of the school, two-way hallways will be indicated with students staying to the right.

Section 4: Protocol for Sick Child or Adult in School

There is a long list of signs and symptoms that are associated with COVID-19 including:

High-risk symptoms (those that are common and relatively specific for COVID) include:

- fever
- cough
- shortness of breath/increased work of breathing
- loss of sense of taste or smell

Low-risk symptoms (those that are more common and alone do not necessarily indicate COVID) include:

- sore throat
- nasal congestion/nasal discharge
- nausea/vomiting/diarrhea
- myalgias (muscle aches)
- headache
- fatigue

Any child or adult with one high-risk or two low-risk criteria (any one of the first group or any two of the second group of symptoms) should be considered to have a “COVID-like illness” and be isolated in a dedicated sick room space at the school until he or she can leave the building.

Any sibling of a student identified as having a COVID-like illness will be required to leave the school also and isolate at home until it is determined if the ill child has COVID.

Any student or adult (including all family members) with a known or possible COVID contact and with any one symptom in the high- or low-risk category should be seen by a physician and should have a COVID test if possible; however, when testing is not easily available, we will assume an ill individual with a known contact has COVID and notify the health department.

Please notify the health department immediately (Jefferson County Department of Health at 205-588-5234) if someone in your household (adult and school-aged children) has a positive test. Ill teachers or staff will do the same. Altamont will also notify the health department of confirmed COVID infections.

See Appendix A for algorithms for handling ill children and staff.

COVID-19 Infection Response and Prevention Protocols

Section 5: Process to Handle a COVID Case in School

COVID cases will be immediately reported to the Jefferson County Department of Health.

Positive test results will also be reported by the laboratory, physicians' office or testing site performing the test. Health department officials will help Altamont determine a course of action. The health department will ultimately determine which contacts require home isolation. See Section 6 for COVID exposure, isolation and return to school guidance.

Names of COVID cases and contacts will not be released to anyone but the health department. Families of students will be informed about the presence of the COVID case(s) in the school, but individuals will not be named. Those deemed to be contacts will also be given information about remaining in isolation at home for 14 days. The health department will contact families of cases and contacts as well for contact tracing and to provide them with information on what do.

Altamont will monitor absences and return to school dates.

Altamont is prepared to help perform contact tracing when there is a COVID case in the school. While the health department usually performs this function, our administrators and teachers are in the best position to determine which individuals had significant contact with the infected individual and require isolation.

Individuals who are identified as close contacts of a possible case will be sent home from school until the suspected case is confirmed positive or negative. If the suspected case has a negative test, then close contacts can return to school.

The space where the exposure took place will be shut down for 24 hours for a thorough cleaning. If Altamont remains open, close contacts (within six feet for more than 15 minutes) should be rescreened for symptoms and fever. Students who are not considered close contacts (were not within six feet for less than 15 minutes) may be able to stay at school, but close contacts will be immediately sent home. The remaining class members will be moved to a different space while the other space is cleaned and ventilated per CDC guidelines.

If a cluster of cases (two or more cases sharing a common source) occurs in a school, or if widespread exposures have occurred as a result of an infected teacher or counselor who spent time in multiple locations in the school, then Altamont will need to be closed to allow for contact tracing and cleaning. This will also be done in consultation with the health department.

Students required to stay at home because of illness and quarantine will have continued access to online learning during school absences.

See Appendix B for contact tracing algorithm.

COVID-19 Infection Response and Prevention Protocols

Section 6: Protocol for Isolation and Return to School for Cases and Contacts

Symptomatic children and adults

Anyone with an illness that is unlikely to be COVID (single low-risk symptom resolving in 24-48 hours or non-infectious diagnosis e.g. migraine, allergies) may return to school when symptoms have improved and the person has no fever for more than 24 hours (usual policy for any illness).

- This person does not need to see a physician or be tested to be cleared to return to school. If symptoms do not resolve quickly, the individual should be assessed by a physician and considered for testing.
- If this person is in contact with a known COVID case, then this person should be seen by a physician and tested to determine if he or she can return to school or requires isolation.

Anyone with a COVID-like illness (one high-risk or two or more low-risk symptoms) should be assessed by a physician and tested for COVID (as well as influenza, RSV, group A streptococcus depending on the signs and symptoms).

- If the test is negative or another pathogen is identified and the person is not a contact of a COVID case, then he or she can return to school when symptoms have improved and the person is fever free for more than 24 hours.
- If the test is positive and no other pathogen is identified, this person must stay home for a minimum of 10 days and be fever free with improving symptoms for more than 24 hours.

Asymptomatic children and adults

Anyone who is a close contact of a known case of COVID must be isolated at home for 14 days from the date of last potential exposure to the COVID case. If there is ongoing exposure to the case in the household then the date of last potential exposure is 10 days after the onset of symptoms of the COVID case.

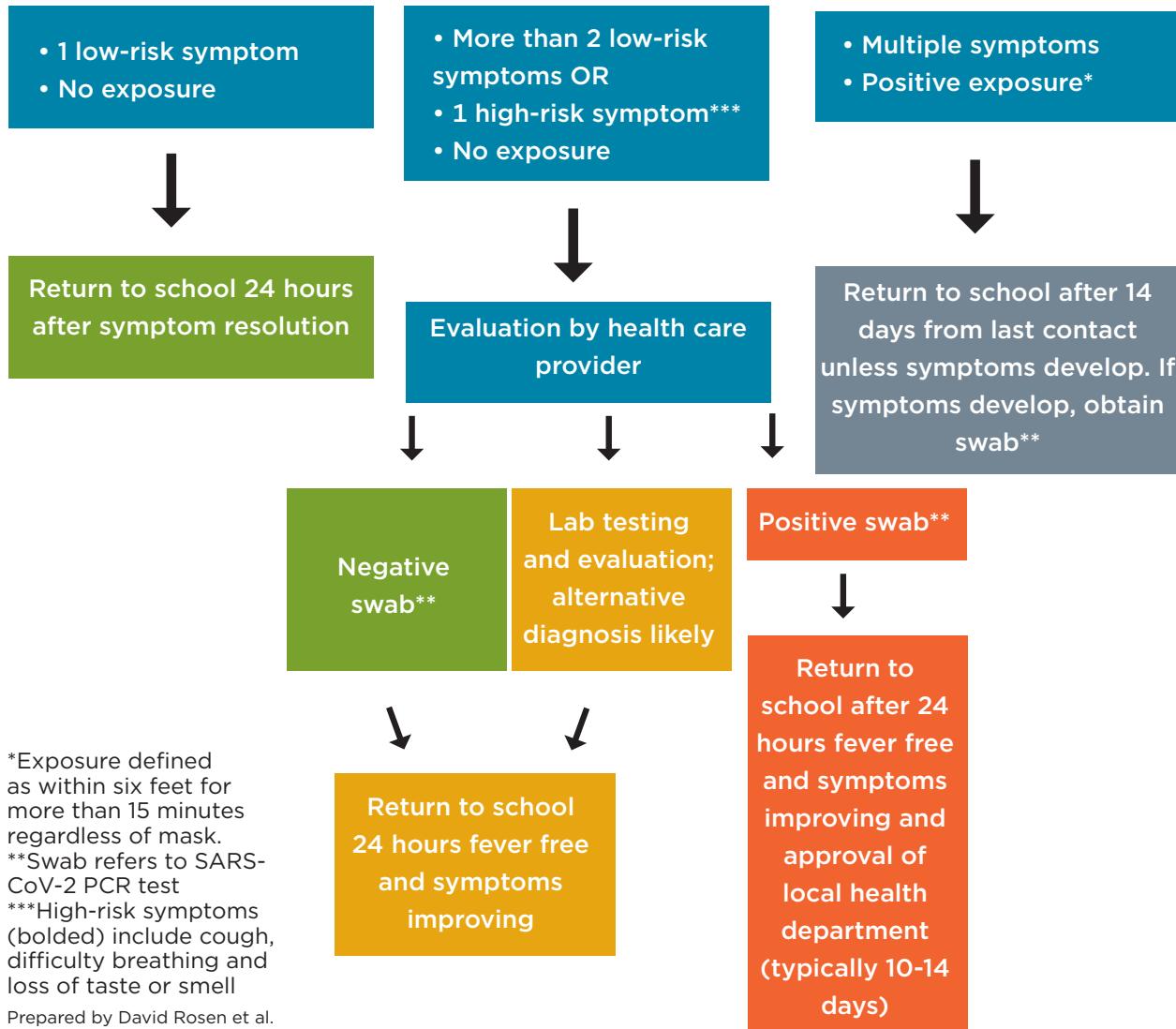
- If this person develops symptoms during this 14-day period, he or she should continue isolation for 10 days beyond the day of onset of symptoms and have improving symptoms for more than 24 hours and no fever.

We are in this together, Knights!

altamontschool.org/academics/covid-19

Appendix A

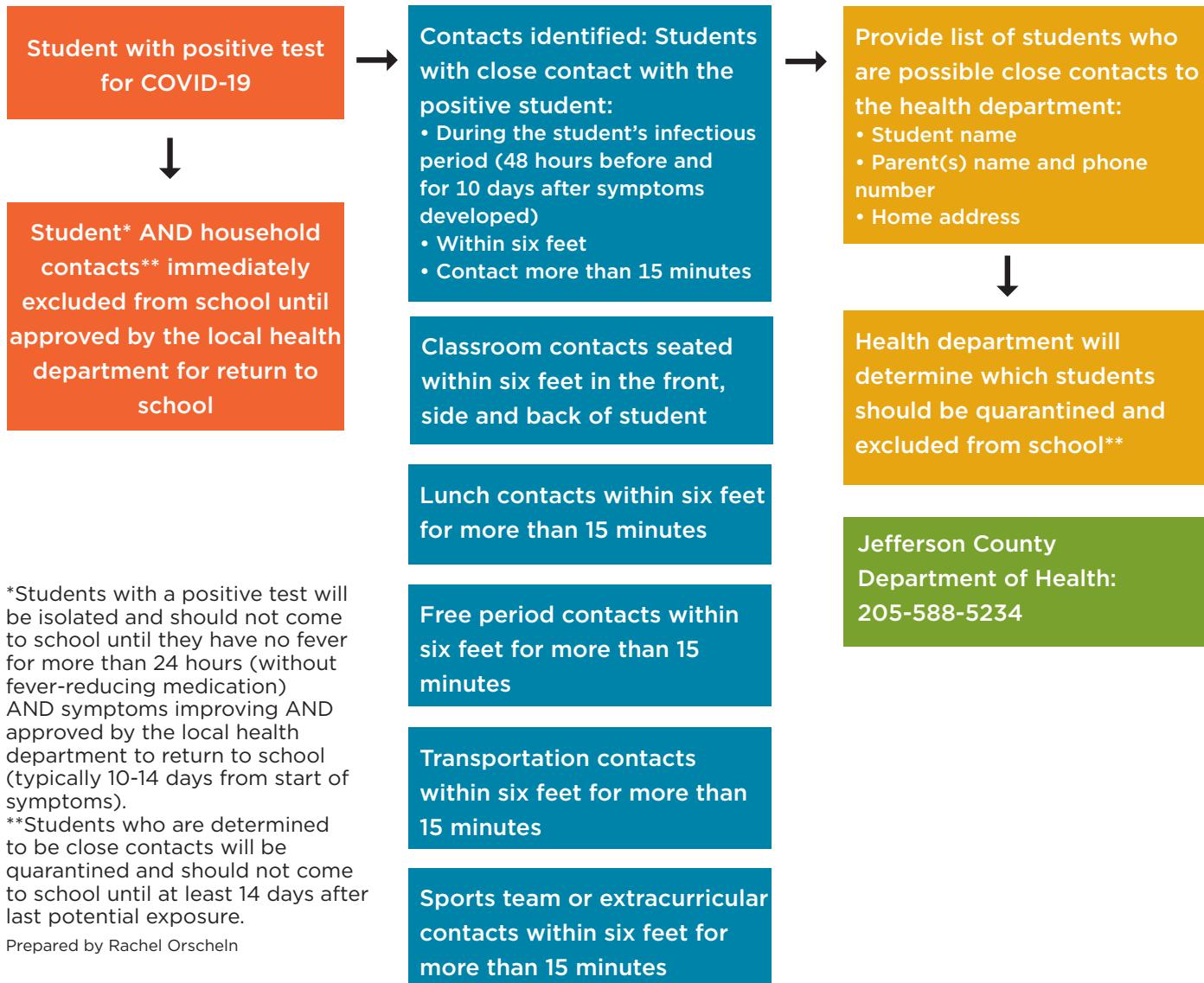
School Nurse Algorithm: Screen all students for potential COVID-19 symptoms or exposure: any new **fever, cough, difficulty breathing, loss of taste/smell**, fever greater than 100.4° F, congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia or exposure* to COVID-19 positive person?



Prepared by David Rosen et al.

Appendix B

Protocol for Schools Assisting Health Department in Close Contact Identification for COVID-19 Cases



Prepared by Rachel Orscheln