

# PEPIN ACADEMIES



## **2020-2021 Reopening Plan** (Approved July 30, 2020)

## Pepin Academies 2020-2021 Reopening Plan

Pepin Academies is an ESE Center school serving students in grades 3 through 12 in Hillsborough County. Our reopening plan for the 2020-2021 school year included two options for our families, which included either a brick and mortar environment or an innovative eLearning option.

Pepin Academies is committed to providing a free and appropriate educational opportunity for all our students while, to the greatest extent possible, meeting public health guidelines. Collaboration with families is essential during this time. To address the unique needs of all our students, those attending face-to-face instruction on campus or those participating in eLearning, staff will work closely with our families to ensure all students receive all services as identified on their Individual Educational Plan. All students participating eLearning will have access to the many accommodations that naturally occur in the virtual setting.

### **Characteristics of Pepin Academies' Brick and Mortar Environment**

- Students will attend school five full days per week.
- Students will attend their regularly scheduled classes.
- Students will receive support services as outlined in their Individual Education Plan (which includes on site occupational therapy, mental health counseling, and speech/ language therapy).
- Students will receive in-person and direct specialized instruction.
- Appendix A provides examples of how we anticipate a school day will progress during COVID-19 (*note: this is subject to change at any time based on newly identified needs or concerns without warning or update within this document*)

### **Health and Safety**

In order to ensure the health and safety of our staff and students in the brick and mortar environment, we are implementing the following safety measure:

- Face Coverings: We are sensitive to the unique challenges that face coverings pose in a school setting. In accordance with the CDC and advice from local health professionals, we believe the use of face coverings is an important strategy that we can implement as an additional layer of protection for everyone on our campuses. *All staff, students, and visitors will be required to wear a mask.* This can be a disposable mask, a reusable face mask, or a face mask with a clear covering around the mouth area.
  - Extenuating circumstances might allow for an exemption for those that cannot wear a mask and will be made upon receipt of written request from a staff member or a parent/guardian explaining the necessity to their campus principal. In these instances, a face shield that is worn around the forehead and covers the face will be the allowed in lieu of a mask. *Anyone on Pepin Academies' grounds will be required to have some form of face covering at all times.*
  - Students will be given 3 reusable masks with 1 carbon filter inside each, staff given 1.
  - Face masks must be worn correctly at all times, fully covering both nose and mouth.
  - Face shields and face masks with clear covering around the mouth will be given on request for mask exemptions or where administration believes there is need (e.g., for a variety of our therapy sessions, during communication with someone who is deaf or hard of hearing, or where other non-verbal communication is important)
  - Students and staff should be in masks at all times unless:
    - Staff are alone in their office or classroom or with one other staff member where 6' physical distancing is maintained.
    - Students may remove masks in "mask free zones" when they need a small, supervised break while they are 6 feet physically distanced from other staff and students.
  - Disposable masks will be provided for visitors who do not have a mask
  - Any staff or student who does not have a medical exemption and does not wear a mask will be given a disposable mask and reminded to wear their mask daily.

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- If staff repeatedly refuse to wear a mask it will be documented and consequences including suspension from work or even termination could be possible with excessive refusals.
- Staff will be stationed at entry points throughout each campus to remind students to wear face coverings prior to entering campus. In instances where reusable masks are left at home, a disposable mask will be provided.
- When eating or drinking students or staff may remove face masks. In these instances, individuals should remain stationary (e.g, remain seated in one spot) for the duration of consumption and should also remain 6 feet physically distant from peers.
- If students repeatedly don't wear a mask, they will be educated on the importance. Staff will work with them utilizing restorative practices to encourage students to wear a mask.
  - If violations are continual and restorative practices do not seem to affect behavioral change, other responses to the refusal can be considered, including but not limited to students being sent home for the day or being suspended.
- Temperature checks: In accordance with the CDC and advice from local health professionals, we believe a fever 100° or above is an important symptom to monitor for COVID-19. Therefore, temperature checks will be an important safety measure that everyone can monitor.
  - Temperature checks will be performed on all students during the morning drop off. Upon exiting their car, students will have their temperature checked by a staff member. If the temperature is 100° or above the student will be required to return to their vehicle and be taken home. A parent/guardian should contact the campus nurse for introductions on how to properly monitor the fever and determine when it is safe to have the student return to campus.
    - Parents/Guardians are highly encouraged to follow the self-check guidelines provided by the campus nurse to avoid having their child sent home at drop off. If a student has a fever 100° or above they should remain home, and the campus nurse should be contacted.
  - Staff are highly encouraged to perform daily self-checks for COVID-19-related symptoms, including taking their temperature daily prior to coming to campus. If a staff member has a fever 100° or above they should remain home and contact HR immediately.
  - Beyond staff and students, there will be limited access to campus. All visitors (including parents picking-up child through the front office) and volunteers, will have their temperature taken upon arrival at the front desk. Parents are encouraged to conduct self-wellness checks prior to entering the building. Any parent or visitor with a temperature of 100° or above will be required to leave the campus premises immediately.
  - Appendix B provides a chart and self-checklist for students and parents/guardians to consult prior to arriving at school each day.
- Hand sanitizing stations are located throughout campus with signs clearly indicating its location.
- Signs posted throughout campus include, reminding everyone to frequently wash hands and information on ways to reduce the spread of COVID (use face masks, maintain physical distance, etc.). Directional arrows to guide walking patterns will be placed in hallways and anywhere lines will form to help maintain 6 feet of spacing.
- Building will be disinfected using an electrostatic fogging treatment with barrier protection in all large, multi-use, highly frequented spaces (e.g., front office, multi-purpose rooms, cafeterias, etc.). Following that barrier treatment, routine fogging treatment will be conducted once per week
  - Additional custodial staff will be hired through Gator Cleaning Services to circulate the campus disinfecting high touch areas throughout the day
  - Staff will be asked to wipe down their desks and classroom workspaces (i.e, desks or tables) regularly throughout the day. Custodial staff will be responsible for ensuring staff have supplies (e.g., spray bottles, towels) restocked.

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- Night-time cleaning will include additional disinfecting of high touch surfaces as well as increased mopping of all classrooms on top of regular cleaning services. Accountability of cleaning tasks will be documented in a logbook.
- Desks will be spaced 6 feet apart in all classrooms where space affords. Plexiglass will be placed in rooms where sufficient spacing isn't possible.
  - Neither 6 feet physical distance or plexiglass will be used in place of wearing some form of face covering. Face coverings should be worn at all times in classrooms when students and teachers are present.
- Large group activities will be limited, and group celebrations or assemblies will not be held.
- No field trips will be held during Semester I.
- We will limit movement throughout the school day when feasible.
- Pepin Academies employs a full-time RN on each campus.
- In the event a student or staff member presents with symptoms of COVID-19 (*fever of 100° or higher, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, loss of smell or taste, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea*), the student or staff member will be isolated immediately in order for the school nurse to complete an assessment. If the school nurse suspects COVID-19, the following guidelines will be followed:
  - Parent/Guardian will be contacted, and child will be sent home. Parents/Guardians should ensure the school has the most up-to-date contact information.
  - Staff member will be sent home.
  - Professional cleaning services will be on campus within 24 hours to perform EPA and FDA approved fogging treatment to disinfect contact areas. Staff and students may return to spaces within one hour of fog treatment.
  - Confirmed/Positive cases will be reported to the Department of Health for tracking.
  - A letter will be sent to individuals who might have been exposed or had close contact to a confirmed/positive case on campus. (Prolonged, close exposure has been defined at greater than 15 minutes, within 6 feet of individual with confirmed case, individual with confirmed case was/is symptomatic within the past 48 hours, and where one or both individuals is without a mask during the contact.) A general letter informing the campus of a confirmed/positive case will also be sent, but stressing those individuals are not believed to have been in close contact.
- In the event a student or staff member has been exposed to someone with a confirmed case of COVID-19, but tests negative and presents with no symptoms, the student or staff member may return to school if they are 3 calendar days post-exposure without any symptoms without the use of medication.
- In the event a student or staff member presents with symptoms of COVID-19, the staff member or student must wait to return to work/school until they have had no fever for 3 days without using fever reducing medication AND no respiratory symptoms for 10 days from when the symptoms first appeared.
- If a student or staff member tests positive for COVID-19, but is exhibiting no symptoms, they may return to work/school 10 days after the positive test.
- For students or staff sent home with COVID-related symptoms, but symptoms dissipate within 24 hours they can return to school/work. If symptoms present, but it is determined not to be COVID then a doctor's note confirming an alternative diagnosis must be brought to the school.
- Appendices B and C provide staff self-check and return to work forms (Appendix B referenced above has self-check documents for students)

### Mental Health and Wellness

- Pepin Academies is aware all our students and families have been impacted in some way by COVID-19 and we will continue to support our students when they return no matter the educational option selected.
- Resources will continue to be made available through our mental health counselors, behavioral specialist, and school nurse as well as providing community supports and resources as needed.

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- Frequent student check-ins will continue to be conducted in order to ensure we are meeting the mental health needs of our students.

### **Food and Nutrition Services**

- Reduced cafeteria capacity in order to limit student exposure
- More frequent sanitation of high touch areas in the serving line
- Social distancing signage throughout the serving line
- Hand sanitizer stations will be in cafeteria.
- Cafeteria tables will be sanitized between lunches.
- Enter and exit directional flow visuals will be posted.
- Use of disposable cutlery and trays
- For our low-income families, students will be provided free breakfast and lunch options each day.

### **Arrival and Dismissal**

- Parents will not leave their car for drop off or dismissal. They will follow the signs to the designated drop-off and pick-up area at the school.
- Students will report to designated area upon arrival to school. Staff will be assigned to specific locations during morning arrival to proctor that students are maintaining social distance of 6 feet apart.
- Two name placards will be provided to be displayed in parent/ guardian's car during dismissal. The placard must be displayed prominently at dismissal for quick identification of the student(s). Students will remain in their classrooms during dismissal until their name is called. Once their name is called, student will wait in designated area for car to pull up.
- See section on "Temperature checks" for procedures at drop off

### **Aftercare**

- Social distancing guidelines, face covering requirements, sanitization guidelines, etc. will all be maintained during aftercare.
- Aftercare employees will be required to attend training about COVID-19, prevention methods, review of signs/symptoms/isolation procedures etc.
- Aftercare will operate at a 2:10 ratio.
- Mixing of groups of students will be minimized.
- Parents will not enter building for pick up from aftercare.
- Parents should pay their aftercare fees online at [myprocare.com](http://myprocare.com).

### **Characteristics of Pepin Academies' Innovative eLearning Plan**

- All parents/ guardians are required to complete the Learning Coach/ Parent Responsibilities Form.
- Students will participate in live synchronous and asynchronous instruction.
- Students will interact with peers during eLearning sessions.
- eLearning will closely align with expectations of on-campus learning. Students will participate in all classes on their schedule.
- Students will be afforded the opportunity to participate in the iReady diagnostic three times per year. Participation in these diagnostics are essential to progress monitoring.
- Student and Learning Coach must be available during school hours and must commit to eLearning for the first quarter. The school will reevaluate at the end of the first quarter to determine if eLearning will continue.
- Devices will be provided upon request.
- Lessons will be designed to meet the student's accommodations as outlined in their IEP and individual student needs will be taken into consideration.
- Face to face and virtual options will be available for IEP meetings.
- Related service providers will be scheduling virtual sessions during school hours.

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- All state assessments will be conducted on campus.
- Should extra-curricular activities be offered, students must be on campus to participate.
- For our low-income families, eLearners will be provided free grab-and-go breakfast and lunch for each day.

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### Appendix A- Examples of a school day during COVID-19

#### A Day at Pepin Academies During COVID 19- Tampa Campus

- **7:30** gates open for students (campus open).
- Students will be checked for school appropriate masks before entering the building and reporting to designated area. If a student doesn't have a mask or it isn't school appropriate, they will be given one by the following staff members. If a student refuses to put a mask on at any point in the day after reteaching the expectation, administration will be called.
  - o Monday Check – Finney
  - o Tuesday-Friday Check – Cestero
- Students report to the following areas after mask check:
  - o **3<sup>rd</sup>-4<sup>th</sup> grade** will report to room 304
  - o **5<sup>th</sup> grade** will report to 301
  - o **6<sup>th</sup>-7<sup>th</sup> grade** will report to cafeteria (6<sup>th</sup> grade students will be seated on side closest to 6<sup>th</sup> grade hallway and 7<sup>th</sup> grade students will be seated on side closest to register wall)
  - o **8<sup>th</sup> grade** will report to designated computer lab (9 per lab)
    - **Lab A** – Moore
    - **Lab B** – Otero
    - **Lab C** – Simmonds
    - **Lab E** – Ford
  - o **9<sup>th</sup>-12<sup>th</sup> grade** students will report to MPR (44), stage (21), Media Center (15), Culinary room (HS Breakfast Only), Cummins' room (Lab D) (10), and Morton's room (10). Seats will be six feet apart and will remain this way during morning arrival.
    - Cummins Room – Cummins
    - Morton's Room – JD Spell
    - Culinary Room – Schade
    - Media Center – Bratsztein
- **7:30-8:15** breakfast is served. Students will have breakfast in locations listed below.
  - o **3<sup>rd</sup>-5<sup>th</sup> grade** students that need breakfast will pick up breakfast upon arrival and report to designated area listed in section above.
  - o **6<sup>th</sup>-7<sup>th</sup> grade** students will remain in cafeteria to have breakfast
  - o **8<sup>th</sup> grade** students that need breakfast will pick up breakfast upon arrival and report to designated area listed in section above. Students will eat in the hallway before entering the lab.
  - o **9<sup>th</sup>-12<sup>th</sup> grade** students that need breakfast will pick up breakfast upon arrival and report to designated area listed above. Students with breakfast will be stationed in Schade's room.
- **8:20** start dismissing to classrooms (see schedule below). All staff must report to classes at 8:20 for the arrival of students. Staff should be in the hallway during all transitions during the day to encourage social distancing and monitor student interactions. Staff should remind students to keep masks on at all times.
  - o **8:20** – **8<sup>th</sup> grade** exits glass doors into front parking lot through main gate to classrooms using crosswalk down the ramp.
  - o **8:22** – **7<sup>th</sup> grade** exits cafeteria through back glass doors and follows crosswalks to classrooms.
  - o **8:25** – **3<sup>rd</sup>-5<sup>th</sup> grade** dismisses to classrooms (3<sup>rd</sup> and 5<sup>th</sup> grade first and then once 3<sup>rd</sup> grade is out of room 304, 4<sup>th</sup> grade will exit). **6<sup>th</sup> grade** will dismiss up ramp to classrooms. **High School Group 1** (Students in Delacruz, Collopy, Wilson, Cummins, R. Morton, Courson, Ziegler, and Schade's classes) exit through student service hallway MPR doors to report to classrooms except

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for Schade's students that will enter the Culinary room through the MPR. **High School Group 2** (students in Jess Spell, Robinson, Manning, JD Spell, G. Morphey, Isoldi, Harris, Bern, Kennedy, Hardy, Pavlik, Tomasetti, and Gowan) will exit MPR doors near main office to classrooms.

- **8:30** school day begins. See **Reopening Plan for COVID 19 protocols for Health and Safety**.
- **Late arrivals** will come into the main office three students (with parent/ guardian) at a time. All additional students will wait outside the main office six feet apart until given permission to enter.
- **10:25-1:30** Lunch blocks. Students will enter the cafeteria and report directly to seats. Seats will have spots that are blocked off; they will not be allowed to sit in these seats. Tables will be called one at a time to enter the lunch line to help maintain social distancing. There will no longer be a share table. Students must hand sanitize before and after using the microwave; only one student at the microwave at a time.
  - o **3<sup>rd</sup>-4<sup>th</sup> grade** will sit 4 to a table inside the cafeteria
  - o **5<sup>th</sup> grade** will sit 4 to a table on the patio
  - o **Middle School Lunch A** students (Cruz, Dawson, Smith, Blissitt, Savastano, and Farrell) will sit 4 to a table.
  - o **Middle School Lunch B** students (Moranville, Godreau, Jacobelli, Logan, P. Morton and Cieri) will sit 4 to a table.
  - o **High School Lunch A** students (Isoldi, Delacruz, Hardy, Kennedy, Davies, Zeigler, and Manning) will sit 4 to a table.
  - o **High School Lunch B** students (Jess Spell, JD Spell, Bern, Collopy, Cummins, Courson, and Morton) will sit 4 to a table.
- **3:15** dismissal begins. See dismissal locations and procedures below. **Locations:**
  - **3<sup>rd</sup> grade** students wait in room 306
  - **4<sup>th</sup> grade** students wait in room 306
  - **5<sup>th</sup> grade** students wait in room 304
  - **6<sup>th</sup>-8<sup>th</sup> grade** access students wait on the patio in designated seats
  - **6<sup>th</sup> grade** students wait in rooms 103 and 104
  - **7<sup>th</sup>-12<sup>th</sup> grade** students wait in last class of the day
  - Walkers, drivers, and bus riders leave at dismissal bell (seniors will leave 5 minutes early if they are in one of these categories).
- o **Procedures:**
  - **3<sup>rd</sup>-6<sup>th</sup> grade standard** – Lane B
  - **Lane B** students will wait in the locations specified above to be called on the walkie talkie. When called, they will report to one of the cones labeled 1-6 along the drive.
  - **6<sup>th</sup>-8<sup>th</sup> grade access and 7<sup>th</sup>-12<sup>th</sup> grade** – Lane A
  - **Lane A** students will wait in the locations specified above to be called over the intercom. When called, they will report to their vehicle or designated spot along the crosswalk.
  - **3:30:** All remaining students will move to designated locations with an assigned paraprofessional unless they regularly participate in aftercare (See assigned paraprofessional and rooms below). These students will report to the cafeteria. See **Aftercare COVID protocols for Health and Safety**.
    - **Room 304 with Keller, Donaldson & Marshall** (Hutchison, Mroczko, and Salveson)
    - **Room 103 & 104 with Green** (Moranville and Godreau)
    - **Room 471 with McGowan** (Morton, Smith, Cruz and Logan)

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- **Room 125B with Otero** (Courson, Morton, Wilson, Collopy, and Delacruz)
- **Room 147 with D. Donaldson** (Jess Spell, Schade, and Ortiz)
- **Room 207 with Simmonds** (JD Spell, Isoldi, and Harris)
- **Room 209 with Moore** (Gowan, Hardy, Kennedy, Tomasetti, and Pavlik)
- **Room 202 with Ahmed from 3:15-3:45** (Morphew)
- **3:45:** All remaining students will report to the patio and must be seated in one of the designated seats.
- **3:55:** All remaining students will report to Aftercare except for High School.

### A Day at Pepin Academies During COVID 19- Riverview Campus

- **7:00- Before care morning drop off.**
- Student temperatures will be taken prior to exiting their vehicles.
- Students will be checked for school appropriate masks before entering the building and reporting to designated area. If a student doesn't have a mask or it isn't school appropriate, they will be given one by the staff in the drop off area. If a student refuses to put a mask on at any point in the day after reteaching the expectation, administration will be called.

Students report to the following areas after mask check:

- **Elementary-** will report to their homeroom teacher's classroom supervised by the paraprofessional
  - Students that need breakfast will pick-up their Grab and Go breakfast upon arrival prior to heading to their classrooms
- **6<sup>th</sup>-** grade will report to assigned homerooms (Kader, Cournoyer) supervised by Ms. Birt (in her absence a sub or paraprofessional will be assigned)
  - Students that need breakfast will pick-up their Grab and Go breakfast upon arrival prior to heading to their classrooms
- **7<sup>th</sup>** grade students report to assigned homerooms (Denyer, Arscott) supervised by Mrs. Parris (in her absence a sub or paraprofessional will be assigned)
  - Students that need breakfast will pick-up their Grab and Go breakfast upon arrival prior to heading to their classrooms
- **8<sup>th</sup> grade** will be assigned to holding rooms (Sorce, Hickman) supervised by Ms. Garcia
  - Students that need breakfast will pick-up their Grab and Go breakfast upon arrival prior to heading to their classrooms
- **Middle and High School Access students-** will report to their 1<sup>st</sup> period class – supervised by the access paraprofessionals in each room.
  - Students that need breakfast will pick-up their Grab and Go breakfast upon arrival prior to heading to their classrooms
- **9<sup>th</sup>-12<sup>th</sup> grade standard students** will report to the cafeteria/MPR -instructional staff and
  - Substitutes will be assigned to this area.
  - Students will come in, sit down, and will be called to pick up breakfast

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**7:50** start dismissing to classrooms (see schedule below). All staff must report to classes by 7:50 for the arrival of students. Staff should be in the hallway during all transitions during the day to encourage social distancing and monitor student interactions. Students should be encouraged to follow transition guidelines and flow. Staff should remind students to keep masks on at all times.

- **7:50 – 7:55** begin dismissing high school students starting with 9<sup>th</sup> grade students. Students should report directly to their 1<sup>st</sup> period class. No bathroom stops.
- **7:55-** dismiss 8<sup>th</sup> grade students to their 1<sup>st</sup> period class

### **Transitioning between buildings:**

- **High School and Middle students** who have classes in the new building should exit the building through the double doors located between Mr. Spencer's and Mrs. Phillip's classrooms. Follow the walkway to the door on the southeast end of the new building.
- **Elementary students** for the short term will be taken to the new building by their paraprofessionals through the glass door located near the copy machines. Proceed across the walkway to the door on the southwest corner of the building.
- **Visits to the Nurse:** The nurse should be contacted prior to sending any students to the clinic. Once a student has been approved for visiting the nurse they should exit through the double doors between Mr. Spencer and Mrs. Phillips classroom, follow the cross walk, and enter the clinic through the door located on the northwest corner of the building. Elementary students should be escorted to the nurse. If a student needs to be escorted that does not have a paraprofessional assigned, please contact the front office. All medications will be distributed directly to the students to reduce transitions.

### **Media Center Visits- The media center will be located in the area that housed our business office on the southeast corner of the building.**

For the first month of school no students will be able to make library visits. The media specialist will schedule classroom visits and bring book choices on a cart to our students. The book return box will temporarily remain in the old media and then be relocated to the multipurpose room once construction begins. We will provide updates on the media center procedures once it becomes operational.

**8:00** school day begins.

**Late arrivals** will come into the main office three students (with parent/ guardian) at a time. All additional students will wait outside the main office six feet apart until given permission to enter. Student temperatures will be taken upon arrival.

**10:25-1:00 Lunch blocks.** Students will enter the cafeteria and report directly to seats. Students may **only** sit in designated spots, which will be clearly indicated. Tables will be called one table at a time to enter the lunch line to help maintain social distancing. Students must hand sanitize before and after using the microwave; only one student at the microwave at a time. Students may not share food. Students may not get out of their seats without permission. No more than 2 students may use the restroom at a time. **Students must always wear their masks except while eating. All students will be eating lunch in the cafeteria.**

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**Transitioning between classes** should be single file along the right side of the hallway in the direction you are traveling. Hallways will be marked with indicators of directional flow. Students should maintain social distancing.

**Students should go directly to their next class during transitions, no gatherings.**

**Restrooms-** No students will be allowed to use the restrooms during passing periods. Restroom breaks should be given during class time.

**Water fountains-** Will be shut off and non-operational.

**Staff responsibilities:** Sanitize student areas (desk, keypads, plexiglass, etc.)

**2:50 p.m.** dismissal begins. All students will remain in their classrooms and will be called to dismissal upon parent arrival. Please keep your students quiet during this time to help expedite the process. Students in classes outside the main building will report to the P.E. area and wait to be called.

**Kids Door to Door Bus Riders and Hart Plus** will wait in their classrooms until their name is called.

**Walkers** can be dismissed when the bell rings. A list of students approved to walk will be emailed once we determine who this will be.

**3:15: Students will be notified to report to aftercare when carline dismissal is finished.**

Students will sit in designated seats and remain seated. Students are expected to follow the same distancing guidelines as in the classroom. **Students must wear their mask except during snack time.**

**Mask Breaks-** We are aware that there will be times when students need breaks from wearing their masks and we are working on ways to provide this.

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**Appendix B- Student Self-Assessment Guide and Checklist for Parents/Guardians**



# COVID-19 SELF ASSESSMENT GUIDE

CAN MY CHILD GO TO SCHOOL TODAY?

## YOU NEED TO STAY HOME IF YOU HAVE:

1

OF THE FOLLOWING:

FEVER OF 100\*  
NEW COUGH  
SHORTNESS OF BREATH  
DIFFICULTY BREATHING  
LOSS OF TASTE OR SMELL

AND/  
OR

2

OF THE FOLLOWING:

HEADACHE  
BODY ACHES  
CHILLS  
SORE THROAT  
NAUSEA  
VOMITING/DIARRHEA

OR

BEEN WITHIN 6 FEET OF SOMEONE WITH COVID-19 FOR 15 MINUTES OR MORE.

## WHEN CAN I RETURN TO SCHOOL?

### (+) COVID-19 TEST

MAY RETURN 10 DAYS AFTER SYMPTOMS FIRST APPEARED  
AND  
AT LEAST 72 HOURS/3 DAYS NO FEVER WITHOUT TAKING MEDICINE  
AND  
SYMPTOMS HAVE IMPROVED

### NO COVID-19 TEST

MAY RETURN 10 DAYS AFTER SYMPTOMS FIRST APPEARED  
AND  
AT LEAST 72 HOURS/3 DAYS NO FEVER WITHOUT TAKING MEDICINE  
AND  
SYMPTOMS HAVE IMPROVED  
OR  
DOCTOR'S NOTE INDICATING ALTERNATIVE DIAGNOSIS

### (-) COVID-19 TEST

AT LEAST 72 HOURS/3 DAYS NO FEVER WITHOUT TAKING MEDICINE  
AND  
SYMPTOMS HAVE IMPROVED

### EXPOSURE TO COVID-19

MAY RETURN 14 DAYS AFTER SYMPTOMS FIRST APPEARED  
AND  
SYMPTOMS HAVE IMPROVED

\*\*IF FEVER IS THE ONLY SYMPTOM, MAY RETURN AFTER AT LEAST 72 HOURS/3 DAYS WITHOUT TAKING MEDICINE.\*\*

FOR QUESTIONS OR CONCERNS, PLEASE CONTACT THE SCHOOL NURSE AT YOUR CAMPUS.



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## COVID-19 Parent/Student Self-Assessment Certification Form

**Before sending your child to school each day, please review this Self-Assessment Certification Form.**

1. **If you answer YES to all below statements, your child may come to school.**
2. **If you answer NO to any of the statements, notify Pepin Academies by email or call your school for the attendance line and do not report to school.**
  - **Riverview campus - CNunes@theacademies.us**
  - **Tampa campus - KPerry@theacademies.us**
3. ***Please do your part in helping keep everyone safe!***

I certify that my child and I have taken our temperatures today and do not have a fever of 100* or higher.	<table style="width: 100%; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>		
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
I certify that in the previous 14 days, my child and I have not had contact with someone with a confirmed diagnosis of COVID-19 or been within 6 ft of someone with COVID-19 for 15 minutes or more; or is ill with a respiratory illness.	<table style="width: 100%; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>		
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
I certify that we are not experiencing any of the following symptoms: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>• Headache</li> <li>• <b><u>New loss of taste or smell</u></b></li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul> </td> </tr> </table>	<ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• <b><u>New loss of taste or smell</u></b></li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<table style="width: 100%; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>
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Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						
I certify that in the previous 14 days, my child and I have not traveled on a cruise or internationally to countries with widespread, sustained community transmission.	<table style="width: 100%; text-align: center;"> <tr> <td>Yes</td> <td>No</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	Yes	No	<input type="checkbox"/>	<input type="checkbox"/>		
Yes	No						
<input type="checkbox"/>	<input type="checkbox"/>						

**Please Note:** Exposure to Covid-19 is an inherent risk when entering a premise where people are present. We cannot guarantee your child will not be exposed.

**Pepin Academies 2020-2021 Reopening Plan**

**Appendix C- Staff Self-Assessment Guide and Checklist**



# COVID-19 ASYMPTOMATIC

TEAM MEMBER/EMPLOYEE EXPOSURE

## HIGH-RISK

- Positive household member
- Team member who had prolonged close contact with an infectious student, visitor, or employee with confirmed COVID-19 (Prolonged is >15 min, close is <6 feet, infectious person is symptomatic or within 48 hours of symptoms onset) **AND**
- The positive person was wearing a mask and employee was not wearing a face mask **OR**
- The positive person was not wearing a mask and employee was not wearing eye protection and mask.

### Documentation Required

Documentation of household/self member diagnosis

## RECOMMENDATION

- \*Work remotely and monitor at home for seven days
- \*\*If remote work not possible due to nature of the work, then quarantine
- Report symptoms immediately

## NOT HIGH-RISK

- All other workplace, community and travel potential exposure is considered not high-risk.

## RECOMMENDATION

- Continue work with mask and self-monitor for symptoms

PEPIN ACADEMIES PASCO: (727) 233-2961  
PEPIN ACADEMIES RIVERVIEW: (813) 533-2999  
PEPIN ACADEMIES TAMPA: (813) 236-1755  
HUMAN RESOURCES: (813) 710-9279



# COVID-19 SYMPTOMATIC

TEAM MEMBER/EMPLOYEE WITH  
CONFIRMED/SUSPECTED COVID-19

## CONTACT CAMPUS PRINCIPAL AND HUMAN RESOURCES ONE OF THREE WAYS:

1

Call respective Campus Principal as well as Human Resources at (813) 710-9279

2

Go home and seek care Primary Care Physician / TeleDoc  
**OR**  
Get a COVID-19 test from your doctor or a consumer testing site

3

Remote work or PTO, pending test results  
**OR**  
If you get an alternate diagnosis, continue using PTO until illness-based clearance is met

4\*

Provide results to Campus Principal and Human Resources

### (+) COVID-19 TEST

Quarantine Employer-Paid: Human Resources authorizes use of the pay code retroactive to the start of illness

#### NON-TEST-BASED CLEARANCE:

- Improvement of clinical symptoms AND
- Three-plus days of no fever AND
- 10-plus days after onset of symptoms

#### TEST-BASED CLEARANCE:

- Improvement of clinical symptoms AND
- Three-plus days of no fever AND
- Two negative tests, > 24 hours apart

### (-) COVID-19 TEST

Physician note with clearance to work  
**OR**  
24 hours fever-free

\*IF NO TEST OR RESULTS ARE AVAILABLE AND COVID-19 IS SUSPECTED, FOLLOW NON-TEST-BASED CLEARANCE



# PEPIN ACADEMIES

Employee name: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_

Date	Body Temperature	Respiratory symptoms? (Y/N)	Screened by

If an employee's body temperature is at or above **100** degrees Fahrenheit, the employee must be sent home immediately and the following completed:

Date the employee was sent home: \_\_\_\_\_ Recorded temperature: \_\_\_\_\_

Are visible signs of respiratory illness present?  Yes  No

An employee sent home with a fever can return to work when:

- He or she has had no fever for at least three days without taking medication to reduce fever during that time; AND
- Any respiratory symptoms (cough and shortness of breath) have improved; AND
- At least ten days have passed since symptoms began.

The employee may return to work earlier if a doctor confirms the cause of the employee's fever or other symptoms is not COVID-19 and provides a written release for the employee to return to work.

Date the employee returned to work: \_\_\_\_\_

**Pepin Academies 2020-2021 Reopening Plan**

**Appendix D- Staff Return to Work Form**



# PEPIN ACADEMIES

I, \_\_\_\_\_, attest to the following:

I have had no fever for at least 24 without taking medication to reduce fever during that time.

Date of last fever of 100 degrees or higher: \_\_\_\_\_

My respiratory symptoms (cough and shortness of breath) have improved.

Date respiratory symptoms began improving: \_\_\_\_\_ (write N/A if no symptoms present)

At least ten days have passed since my fever and/or respiratory symptoms began.

Date fever and/or respiratory symptoms began: \_\_\_\_\_

Employee name: \_\_\_\_\_

Employee signature: \_\_\_\_\_

Today's date: \_\_\_\_\_

Date returned to work: \_\_\_\_\_

\*\*\*\*\*



## **Pepin Academies 2020-2021 Reopening Plan**

### **Addendum to Reopening Plan**

The following information was submitted, upon request and in response to specific questions, as an addendum to the FLDOE. Our plan was officially approved after review of this addendum.

#### **Addendum: Reopening Plan 2020**

-Pepin Academies will be following the Hillsborough County School District calendar to determine the conclusion of our academic year and our last day of school will be May 28<sup>th</sup>.

-All students will follow the assessment calendar and participate in all local and state assessments

-To ensure fidelity all state assessments will be conducted on site.

-Local assessments will be conducted by either coming on campus or if the student is unable to come on campus it will be conducted under the supervision of their instructor during their live eLearning sessions.

-Ongoing progress monitoring of their IEP goals will be conducted by the educational team.

-Within the first 4 weeks of school all students will participate in reading, math and writing baseline diagnostics using iReady and Write Score. Ongoing progress monitoring will be conducted between diagnostics using specific standards base assessments.

-Progress monitoring data is used to drive lesson planning and needed intervention which may include additional staff support to assist those students who have selected the eLearning option. ESE specialist and guidance counselors will be included in this monitoring to ensure proper supports are being provided and developed. Certified instructional personnel will have dedicated office hours during the school day for students whose data reflects the need for additional support. Additionally, an extended learning program will be made available to eLearners who desire additional beyond they school day. Intensive reading instruction is provided at all grade levels where content can be differentiated based on data and individual needs.