

## Shanan Covid-19 Policy and Procedures

Shanan will be following the policies and guidelines outlined by our venue, Spirit of Joy Lutheran Church. Our use of this facility relies upon our cooperation with their requirements. We appreciate the entire Shanan community assisting to reduce the risk of exposure to COVID-19 and slowing its spread by adhering to the evolving health guidelines established by our state and local government agencies and public health experts. These policies and procedures are subject to changes based on updated guidelines from Spirit of Joy.

Protect Student and Tutor Health and Well-Being

**Screening and Reporting:** This new procedure will include brief daily health screenings (touchless temperature checks and safety questions) of students, faculty/staff, volunteers, and anyone entering our campus. [CDC information on symptoms](#) [NC Screening Reference Guide](#)

**Cloth Covering and/or Face Shields:** Should mask mandates still be effective in the 2021-2022 school year, cloth face coverings, masks, and/or face shield will be mandatory while inside at the Spirit of Joy facility at all times. Must be made of solid fabric, no lace or netting. If we hold any study hall, lunchtime, or classes outside, masks should be worn during transitions and when social distancing isn't possible. Students must provide their own face coverings. Students will be given opportunities during the day to step outside for mask breaks in between classes. If you have a medical exemption from wearing a face covering, please communicate with the administration and tutors regarding accommodation. [CDC information on face coverings](#)

**Physical Distancing:** If still required in the 2021-2022 school year, the recommended six feet of physical distancing will be maintained and monitored by our parent volunteers.

**Facility Cleaning Protocols:** Parent volunteers will help clean bathrooms, door handles, light switches, surfaces, study hall spaces, and more to promote a healthy environment.

### Additional Safety Measures:

- We will encourage students to bring water bottles from home as we will limit the use of water fountains temporarily. There will be no kitchen use at Spirit of Joy church. Please bring bagged lunch in its own cooler if needed.
- Hand sanitizer will be available in each classroom.
- We will limit the sharing of items where feasible, i.e. lab supplies. We encourage students to not share snacks, cell phones, pencils, etc.
- We will provide for social distancing by maximizing room in classrooms for students, and limiting sizes for mass gatherings in study halls and lunch time depending on the state guidelines.
- To facilitate social distancing, we have created new larger classroom spaces within the Fellowship Hall using moveable walls.
- We have also invested in outdoor canopies to encourage more outdoor learning and dining.
- As an additional layer of care, Shanan will have a medical grade air purifier in use on Mondays and Wednesdays in the Fellowship Hall.

## Shanan Covid-19 Policy and Procedures

Shanan Tutorials meeting at the Spirit of Joy facility will adhere to the CDC guidelines regarding the following sick policy:

- ❑ Students and tutors should not come to school if they have COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case. Please read the following for more information: [CDC's When to Quarantine](#)
- ❑ Please self-report to administrators by calling 704-684-9883 or emailing shanantutorials@gmail.com if your student has symptoms of COVID-19, has been diagnosed with COVID-19, is waiting for test results, or was exposed to someone with COVID-19 within the CDC guideline time frame. Per HIPAA, we will not release your information.
- ❑ Shanan will notify all participants of any necessary closures and restrictions put in place to slow the spread of COVID-19.
- ❑ Parents of students with COVID-19 must communicate with their tutor(s) regarding missed classes.
- ❑ If we have a student at the Spirit of Joy facility that alerts us they are feeling related symptoms of COVID-19, they will be isolated until a parent/guardian can pick them up. We will immediately separate the individual with COVID-19 symptoms and will call the parent/guardian.
- ❑ If calling an ambulance or bringing someone to a healthcare facility, Shanan will alert them ahead that the person may have COVID-19.
- ❑ Shanan will close off areas used by a sick person and will not use these areas until after cleaning and disinfecting them (for outdoor areas, this includes surfaces or shared objects in the area, if applicable).
- ❑ Shanan will advise sick individuals that they should not return to the facility until they have met CDC's criteria to discontinue home isolation.
- ❑ Shanan has recommendations for therapists in the area that specialize in trauma and medical related mental health needs. You may also call 211 or Hope4NC helpline at 1-855-587-3463.

After someone is sick in the facility, in accordance with state and local laws and regulations, Shanan will

- ❑ notify local health officials, staff, and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- ❑ notify individuals of closures and restrictions put in place due to COVID-19 exposure.
- ❑ advise those who have had close contact with a person diagnosed with COVID-19 to stay home, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- ❑ wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- ❑ ensure safe and correct use and storage of cleaning and disinfection products, including storing them off site.

### **Shanan Tutorials Covid-19 Sick Policy and Procedures**

I have received, read and understand the Shanan Tutorials Covid-19 Sick Policy and Procedures. I understand these may change as new guidelines are given.

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Signature of Parent/Guardian

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Date

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Signature of student

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Date