



## COVID-19 SAFETY PLAN

Dear HFAA Families,

As we continue to adapt to these unique circumstances, we are excited to fully reconnect with our students as we transition back to fulltime on campus! We recognize the need to stay flexible in a changing landscape, but our faculty & staff's goal is always to stay true to our arts-integrated, student-centered mission while providing your child with a safe and healthy environment to learn and achieve.

Continue to check our website for updated information and services!

Sincerely,  
*Barry Schmelzenbach*  
Superintendent



FOR MORE DETAILS & UPDATES VISIT  
[WWW.HARDINGFINEARTS.ORG](http://WWW.HARDINGFINEARTS.ORG)

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## BACK-TO-CAMPUS PRACTICES

This plan includes important on-campus health & safety measures to protect your child and our teachers & staff. This plan was developed based on local, state, and federal guidelines, as well as parent, teacher, and student input. It serves as a guide for the safe reopening of school and will be updated when needed to ensure the safest environment possible for our students and staff.

**Fortunately, HFAA has many distinct advantages as we face these continued challenges.**

- Our building has large and open spaces for proper social (physical) distancing and student flow.
- HFAA has spaces available that allow for creative scheduling and rotation when needed.
- Multiple entry points allow for more effective and efficient student flow during drop-off & pick-up.
- Most importantly, HFAA has a dynamic and dedicated faculty and staff that are focused on supporting your child's safety, education, and personal growth, and a compassionate and engaged student body.



## STUDENT PHYSICAL HEALTH:

- Students, staff, and visitors should check their temperature and symptoms at home each morning before coming to school and remain home if needed. Make this a part of your morning routine.
- Anyone exhibiting a fever or other symptoms of COVID-19 on campus will be isolated, temperature checked, and parents of students will be contacted to pick their child up if needed.
- The current list of symptoms includes fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, the new loss of taste or smell, sore throat, congestion or runny nose, nausea, or vomiting, and diarrhea.
- To ensure continuity of learning and services, student educational needs will continue to be supported on days where they have a fever or other symptoms requiring them to remain home.
- Families are **STRONGLY** encouraged to consider their childcare plans in the event of extended student absence or during periods of quarantine.



## MASKS:

- For the protection of one another and our school's ability to remain fully open, ***masks are required for all students, staff, and visitors while on school grounds and at school-related activities when in close contact (6 feet or less), regardless of vaccination status.*** Parents can fill out a mask exemption request form online or in the main office.
- When a Governor's State of Emergency is enacted for Oklahoma County, ALL staff, students, and visitors will be required to wear an appropriate mask while on campus.
- HFAA will provide a mask to any student, staff member, or visitor who presents without one.
- To protect the learning environment, no inappropriate writing, logos, or symbols are allowed on masks. When in question, the principal will make the final decision.

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## LUNCH, HALLS & CLASSROOMS:

HFAA will continually respond and refine policies and procedures that provide ample social distancing in classrooms, hallways, the cafeteria, gyms, and common areas. We will utilize our building's larger classrooms and hallways to maximize space between students and staff.

- Students will be assigned lunch in the cafeteria, gymnasium, or other spaces to maximize the distance between students.
- Weather & supervision permitting, students will be allowed to eat in designated spaces outside while practicing social distancing.
- Kitchen staff will be monitored closely for symptoms and practice strict protocols for food preparation and service.
- Hallways and stairwells will be marked to direct traffic flow and keep students walking in the same direction to reduce face-to-face traffic.
- Classrooms will be spaced to provide maximum social distancing.



## CLEANING & SANITATION:

- Increased cleaning, sanitation, and ventilation protocols have been developed, including more frequent cleaning and sterilization throughout the building.
- Our daily cleaning service will screen employees for symptoms, including temperature checks, each day before entering the hallways. They will also wear masks and gloves while in the building.
- Hand sanitizer will be available in classrooms and common areas.
- Disinfectant will be used daily in classrooms and frequently used surfaces.
- Items will be disinfected between uses such as computers or surfaces that are shared by students throughout the day.
- We will limit shared items to the essentials and disinfect between uses.



## SCHOOL VISITORS:

- To reduce exposure, visitors (non-students & staff) will be kept to a minimum inside our school buildings. When/if necessary to maintain the health & safety of our community, meetings, student recognition, and other gatherings may be conducted virtually.
- All contracted visitors must comply with all HFAA safety practices while on campus.



## HYGIENE:

- Students & staff will be reminded and given opportunities to wash their hands often.
- Hand sanitizer will be provided in each classroom and in key places throughout our building.
- HFAA is equipped with several bottle-filling fountains. The drinking portion of these fountains will remain closed; however, students and staff are encouraged to bring water bottles and use these fillers to remain hydrated throughout the day.

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## **NOTIFICATION & CONTACT TRACING**

### **Don't come to school or work sick:**

- As always, please call the school to report your child's absence.
- In the event a student or staff member has a positive diagnosis of COVID-19, the *Oklahoma City County Health Department* (OCCHD) will be notified, and the contact tracing process will begin.
- Per the *Oklahoma State Department of Health* protocol, only students who are identified as being within 6 feet of the diagnosed person for 15 minutes or more are to be notified of possible exposure; however, we will endeavor to practice sound judgment when communicating with our community.
- Due to confidentiality regulations, HFAA cannot release specific student or staff names or information in the event of a positive case.
- Parents are encouraged to sign a release with the Department of Health to assist in contact tracing in the event of a positive COVID-19 diagnosis.



## **DIAGNOSES & RETURN TO SCHOOL AFTER COVID-19**

### **For exposure, diagnoses, and positive tests, we will adhere to the *Center for Disease Control* (CDC) recommendations:**

- A student or staff member who tests positive will be asked to stay home for a time period based on current CDC guidelines.
- For more information, visit [www.cdc.gov](http://www.cdc.gov)

### **SPECIAL EDUCATION:**

- Special Services meetings will be conducted virtually.
- Students using Distance or Remote learning during times of absence will receive accommodations and modifications virtually.
- Parents or guardians will be contacted individually as the school year begins to discuss your concerns, education plans, and your student's individual needs.

### **COMMUNITY HEALTH:**

- **VACCINATIONS:** We strongly encourage members of our community to protect themselves and each other by getting vaccinated. We will provide updated information on our website or through social media regarding vaccination opportunities.
- **SOCIAL, EMOTIONAL, METAL HEALTH, and FOOD INSECURITY:** Challenges created by the pandemic continue to take their toll on everyone. Harding is committed to being responsive and addressing the needs of our student and staff social, emotional, mental health, and food services.
- Please check our website regularly for updates regarding these community health needs.

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## SCHOOL COMMUNITY

### School Calendar & Schedules:

- HFAA's calendar and schedule have been planned to welcome all students on campus all week. Any changes during the year will be in response to the *State Department of Education* and health official guidance. Any changes will be communicated as quickly as possible.

### School Communication:

- HFAA uses email, *School Messenger Alerts* (including email, text, or a voice call), school website, individual teacher TEAMS pages, and school social media. Please make sure your contact information is up to date to receive timely messages from the *School Messenger* system. You can either contact the office or simply visit your Parent Portal account in PowerSchool to adjust any of your preferences, including which phone numbers receive message alerts.

### How can I help the school as a parent or guardian?

Thank you so much for helping us make this a great school for all learners. The best way to help as we transition back to full-time on campus is by being flexible as we work to compassionately adapt where possible to the unique needs of some of our community members. We recognize we don't live in a bubble, and as a community the decisions we make individually and as a school have a very real impact on those around us, particularly concerning our immunocompromised students, faculty, and families.

### Here are some ways you can help:

- Follow the guidelines & procedures above. This includes consistently taking your student's temperature and checking symptoms before letting them leave home.
- Continue to be flexible. We are doing everything we can to adjust to changing guidelines and policies created by the *Oklahoma State Board of Education* and state health officials.
- Donate hand sanitizer, disinfectant wipes, masks, and additional school supplies.
- Keep your student at home if they exhibit any signs or symptoms of any illness.
- Let our counselor or principal know if you need assistance with internet access or devices.
- Directly communicate your concerns with your student's teacher and/or school principal. We are here to help, but it can be very difficult to track concerns voiced only on social media. Let's communicate directly!
- Make certain that you have an up-to-date email and phone number on file to ensure that you are receiving communication from both teachers and the school.
- One of the best ways to prevent a positive case at school is for students and families to continue practicing their best social distancing and/or mask-wearing outside of school.
- Assist with COVID-19 contact tracing through the State Health Department.