

Everest Point – Return to School - Fall 2020 Plan

Everest Point is a program within Colorado Early Colleges. Everest Point serves approximately 180 homeschooled students, in a small class-sized, family-oriented environment. Everest Point is housed in a large church that allows ample space for people and distancing.

Five Required Questions:

**Each question is answered briefly below, and in greater detail where necessary throughout the body of the plan.*

1. What type of scheduling model is your school planning on implementing in the fall? (1) An entirely remote learning approach, (2) an in-person learning approach, or (3) a physically distanced approach – small group, in person learning with remote learning rotations/staggered learning. Your model may also be unique to your school. Please describe the type of model your school is planning to implement. If the delivery method differs by level, include description by level (Preschool, ES, MS, HS).
 - Colorado Early Colleges' Everest Point Homeschool Academy will offer an in-person approach with the option of participating via webcam from home. Everest Point will accommodate 12 to 15 students per room dependent upon space availability to ensure 6-feet of distancing.
2. Identify a school coordinator responsible for ensuring compliance with state and local public health orders and coordinating your school's COVID-19 Health and Safety plan.
 - a. Name – **Dr. Hanna Muldowney**
 - b. Email – Hanna.Muldowney@everestpoint.org
 - c. Phone Number –
3. How will the school communicate the initial fall plan (including health and safety protocols, scheduling and timing expectations, and instructional approach) to families?
 - a. Families have been receiving communications via email from Everest Point's Director, Sarah Burkeen. Mrs. Burkeen will continue to update families via email as information becomes available, and as the school year approaches, she will begin her regular Thursday Updates.
4. How does the school communicate emergency/urgent updates?
 - a. Everest Point communicates emergency/urgent updates both by direct email and by posting information on our homepage on our website (www.EverestPoint.org).
5. What was the board and return-to-school committee's involvement in the creation of the plan?
 - a. Everest Point's Planning Committee consisted of Staff who are also parents at EP.
 - i. Sarah Burkeen – Program Director and Parent of 1 student
 - ii. Candice Rosenbach – Staff and Parent of 3 students
 - iii. Kirstin Coleman – Staff and Parent of 4 students
 - iv. Dr. Hanna Muldowney – Staff and Parent of 7 students

Facilities:

Everest Point will conduct the following:

- Follow and stay up-to-date on guidelines and best practices for cleaning and sanitizing the school building. **(Dr. Muldowney)**
- Update the facility cleaning plan to include ongoing stringent cleaning protocols for shared spaces. **(Dr. Muldowney)**
- Prominently display signs of COVID-19 symptoms and steps for preventing the spread of the virus. **(Church, Kirstin Coleman/Candice Rosenbach)**
- Reconfigure shared spaces to encourage social distancing practices.
 - Hallways - Create floor markings (likely flat rubber discs) to direct foot-traffic flow and help students and staff maintain a safe distance. Create markings in the middle of the hallway for students to place family bins 6-feet apart. This will in-turn also create a separation down the middle of the hallway to keep students on their appropriate side during passing periods. The hallways are 94", allowing for 6 feet of distancing while switching classes. **(Kirstin Coleman/Candice Rosenbach)**
 - Classrooms –
 - Elementary – Per CDE (CDE Health Guidance by Covid – 19 Phase, Page 3. July 20, 2020) “kindergarten and elementary schools should have different guidelines than secondary schools. There is minimal benefit relative to the great difficulty of physical distancing young children within a class. Moreover, physical distancing has the potential to negatively impact appropriate child development in this age group.” Furthermore, masks for children under the age 11 will be “encouraged” and not required. (CDE Health Guidance by Covid – 19 Phase, July 20, 2020, page 12).
 - Secondary - Each regular secondary classroom will have 6 – 6-foot tables, which will accommodate up to 12 students. Tables will be spaced 6-feet apart and each table will seat two students, one at each end of the table. The exceptions are the gym and kitchen. The gym will house well over 20 students at more than 10 feet apart. We will hold choir and PE classes here. We will hold both PE and Choir classes outside when the weather/activity permits. If classes must be conducted in the gym, and if the students cannot spread out more than 25 feet from each other, they will wear masks. The kitchen will accommodate 10 students spaced 6 feet apart. **(Volunteers, students, teachers)**
 - We will increase airflow to the classrooms by opening doors and windows as safely possible.
 - Student belongings shall be kept separate, either with the student or in the family bin. All belongings should be labeled with the student’s name.
 - Shared items will be sanitized between uses.
 - Classes will be conducted outside when possible.
 - Lunch rooms – The lunch room will be spread over two rooms, the vestibule and the gym. There will be 15 round tables, each seating 4 children across each side of the table from each other. Tables will be spaced 6-feet apart. Tables will be sanitized between eating shifts. Elementary (K-5) and Secondary (6-12) will have separate shifts. Students

will bring their own lunch and eating utensils unless it is an optional Pizza Day. In the event of an optional pizza day, pizza stations will be set up and spread out by last name during their regular lunch time, and students will stand in minimal lines, spaced 6 feet apart. Gloves and paper plates will be utilized by parent volunteers. Pizza will be plated and then passed over to the student for contactless delivery. **(Volunteers, Students, Kirstin Coleman/Candice Rosenbach/Hanna Muldowney)**

- We will limit unnecessary staff and visitors
- We will utilize paper products and gloves (after thoroughly washing hands) when we offer pizza days.
- Vestibule – Students will practice social distancing when socializing in the vestibule. There will be markers on the floor to help ensure distancing. **(Volunteers, Kirstin Coleman/Candice Rosenbach/Hanna Muldowney)**
- Restroom – No more than two students in each restroom at a time. Proper handwashing posters are already posted. Soap supplies will be monitored each morning **(Candice Rosenbach)**
- Gym – We have a very large gym that will more than allow for 6-feet of distancing. No reconfiguration is necessary. Students will not share equipment that requires their hands (ie. throwing a ball to each other). However, students can share equipment that will not be touched (ie. can play street hockey...students only touch their own hockey stick). All touched items will be sanitized after use.
- Playground – Students will have multiple items to choose from to play with during recess. When a student is done with an item (ie. ball, hula hoop, etc.), it will be sanitized before being returned to the bin. Students will be allowed to use the playground equipment, and must wash their hands upon re-entry to the building. **(Volunteers, Students)**
- Front Office - Install protective panels for frontline office team members. **(Sarah Burkeen/Kirstin Coleman/Candice Rosenbach/Hanna Muldowney)**
- Identified Isolated Health Room/Area – We have two locations to isolate individuals in the case that more than one person is showing symptoms. Either the bench directly out front of the building or the “Bridal Room” will be used as an isolation area/room in the event that an individual is exhibiting COVID-19 symptoms. The bench will be used when a family member is close enough to the building to allow for timely sitting outside and the weather is also permitting. All isolation areas that the individual came in contact with will be sanitized. If more isolation areas are needed, we will utilize isolated space on the other side of the church building.
- Routine Health Issues – Students will continue to come to the front “office” area where they will be treated (ie. bandaid, icepack, etc), and after treatment, will be sent back to class; or will wait in this area until a parent can pick them up, if necessary.
- Develop schoolwide social distancing strategies. Communicate expectations to students on a regular basis and keep them updated of any changes. **(Sarah Burkeen)**
- Space large groups of students, faculty and family members when gathering in shared spaces 6-feet apart; not allowing for more than the current guidelines require. Families or people residing in the same household can sit together. For example: Award ceremonies and graduations, school assemblies, school dances and other social events.

- Develop social distancing guidelines and protocols for school guests and visitors. **(Dr. Muldowney – Details to come the week of August 17th when we are back in the building with staff.)**
- Stock classrooms and common meeting and gathering spaces with cleaning and disinfecting supplies. For example: Face tissues, hand sanitizer, disinfecting wipes, hand washing stations. **(Teachers)**
- Ensure the school is stocked with personal hygiene equipment. For example: masks, gloves, soap, disinfectant. **(Sarah Burkeen)**
- Students provide personal supplies (i.e. pens, pencils, crayons, scissors, glue sticks, etc.). Limit the touching of certain items such as remotes, light switches, projectors, other technology items to the teacher. Ensure items that must be shared are wiped down after each use. **(Teachers, Parents, Students)**
- Develop the practice of having teachers and students thoroughly clean their personal workspace and tools. Incorporate a daily routine of having students help clean their classrooms and learning tools thoroughly at the end of each period. **(Teachers, Students)**

Drop Off and Pick Up:

- Students will be dropped off at the front doors of the building, where **Mrs. Burkeen** and/or another staff member will ask if they had their temperature taken and will collect their Screening Form (CDHE Form). Parents will be expected to complete self-screening at home to ensure that their child(ren) do not have a fever or are displaying any other symptoms of COVID-19 or any other illness, before being brought to the building. If they did not self-screen before they left, the screening will be conducted upon arrival before they can enter the building. Forms will be kept in a file by date and will be destroyed every 90 days. **This will be performed by office staff.**
- Staff will also conduct Self Screening and will fill out the Screening Form (CDHE) either prior to, or upon arrival to the school. Forms will be kept with the student forms and will be destroyed every 90 days.
- If there are multiple families arriving at the same time, we will ask that families wait 6-feet apart to be allowed into the building.
- Parents will be allowed to bring their children in if they choose to do so. They will also be asked if they are experiencing any symptoms of illness.
- Kindergarten and First grade will be dismissed at 3:15 in order to help minimize the amount of people in the building at the end of the day.
- At the end of the day, students will be permitted to walk with family members to exit the building.
- At dismissal, students will be expected to continue social distancing (not including family members) until they have exited the building.
- At dismissal, families will be encouraged to choose set pick-up locations for their family to help with distancing.

Visitors/Volunteers:

- Nonessential visitors will be restricted.
- Volunteers will be welcomed as always, however, we may need to limit the amount there are in the building at a given time. In order for us to maintain a sanitized facility and fully operate, we will call upon volunteers to help.
- Volunteers will be required to self-screen at home prior to arriving at Everest Point. Self-screening will be confirmed before the volunteer enters the building. If they did not self-screen, we will conduct screening before they enter the building.
- Volunteers/Visitors who are displaying signs of illness will not be permitted in the building.
- Volunteers may be restricted from the classroom dependent upon space in the room.

Health and Safety:

- Staff and students over the age of 11 will wear masks. As mandates expire/change, this section will be updated.
- The Executive Director of Organizational Development and HR is working with individual staff members to provide reasonable ADA accommodations, but masks are required to be worn by staff while in the building. For those staff who have documentation that they cannot wear a mask, they can work remotely if their essential job functions are allowed to be performed remotely.
- Staff can take mask breaks in between classes (passing periods), and during their planning/lunch period when students are not in the classroom or are more than 6' away.
- If necessary, one student at a time, in each class, can take a mask break behind the plexiglass shield in the classroom for no more than 5 minutes. Each student must disinfect the shield after putting their mask back on in preparation for the next student.
- Mask breaks will mostly be encouraged when students are outside and can maintain 6 feet of distancing.
- Staff and students who are sick will be required to stay home. Students can webcam into the classroom from home if they would like.
- Everest Point has already or will invest in such items like masks, non-latex gloves, hand washing stations, hand sanitizer (at least 60% alcohol), disinfecting wipes, soap, and tissues. **(Sarah Burkeen)**
- Trash can lids in the lunch room will be removed so that they are touchless. **(Candice Rosenbach/Kirstin Coleman/Hanna Muldowney, Volunteers)**
- Students will be reminded of proper handwashing techniques as well as proper covering of coughs and sneezes. **(Teachers – first period each week)**
- Everest Point will increase disinfecting common areas and touch surfaces throughout the day. **(Volunteers, Sarah Burkeen/Kirstin Coleman/Candice Rosenbach/Hanna Muldowney)**
- In the event of a COVID suspected case, actual case or multiple cases, Everest Point will follow CDPHE's guidance on Cases and Outbreaks. <https://covid19.colorado.gov/for-lphas-health-care-providers/additional-guidance-resources/cases-and-outbreaks-in-schools>

Care for Staff and Students Who Become Ill at School:

- When a student displays two or more COVID-19-like symptoms, they will be isolated in the isolation area until a parent or guardian can pick them up from school, or if they drive, they will be required to leave right away. COVID-19-like symptoms include cough, shortness of breath, fever, loss of taste/smell, fatigue, headache, sore throat, muscle or body aches, congestion/runny nose, nausea/vomiting, diarrhea. If any one of these single symptoms is severe, they will be sent home. A staff member will gather their belongings and put them outside the front door for them. If it is a young student, they will be accompanied by an adult that will maintain at least 10 feet of distance. If a staff member becomes ill, they will be required to gather their belongings and leave right away. All areas that the ill individual came in contact with will be disinfected once the person has left the premises.
- When a student or staff member tests positive for COVID-19, they will need to refrain from attending Everest Point for at least 14 days. At that time, Everest Point will adhere to CDPHE's guidance.

Care for Students with Chronic Conditions:

- Students who struggle to wear a mask for differing reasons will have their needs met through planning with their medical provider and/or parent to support them while maintaining health and safety protocols.

Protect Vulnerable Populations:

- Students and staff who are at high risk for COVID-19 should make sound personal decisions before choosing to participate at Everest Point. While Everest Point will make every effort to provide a safe environment, it is impossible to completely protect any individual, therefore, the responsibility of self-care and advocacy is of the greatest importance. CEC's Everest Point cannot guarantee zero transmission of COVID-19. If an individual does not feel comfortable with their health concerns at Everest Point, they should not attend. Students can instead choose to participate in the class via a webcam or access the recording. Everest Point will do its best to accommodate families who have technological needs. Staff is expected to be on site to conduct classes.

Communication:

- Communication with CEC Network
 - **Dr. Hanna Muldowney** will be in charge of communicating changes and responding to CEC administrators.
- Communication with Families
 - Families will receive an "Updates" email every Thursday during the school year. (**Sarah Burkeen**)
 - At times during the summer and throughout the week (other than a Thursday) an announcement must be made and will be communicated via email as vital information becomes available. Otherwise, Everest Point will work to keep all communications on Thursdays as this is what is expected from parents. (**Sarah Burkeen**)

- Within the first 3 weeks of school, a survey will be sent to solicit feedback on the school year thus far. Surveys will be compiled as necessary to ensure that families and staff have input on how the school year is proceeding. **(Kirstin Coleman)**
- Families can communicate student health needs/updates with **Kirstin Coleman**.
- Families and teachers will communicate in order to obtain a working relationship that allows for support of the student’s health and academics. **(Teachers/Parents)**
- Communication with Staff
 - Staff will receive all information that is sent to families in addition to “Staff Only” information via email on a weekly basis on Thursdays. **(Sarah Burkeen)**
 - Staff will also participate in Staff Meetings at the beginning of the school year as well as monthly throughout the school year. Anything urgent will require an email or perhaps an in-person meeting. **(Sarah Burkeen)**

Family Support:

- Everest Point will be offering on site, in classroom instruction for all students who choose to participate. Students/families who are not comfortable with in person learning, can take advantage of still being a part of the class by utilizing a web camera from home. Students will be expected to participate as if they were in the classroom at the building. Teachers will not be providing additional remote learning opportunities. If students need technology support, they can contact **Candice Rosenbach**.

Scheduling:

- All students will be on site in classes with the exception of a few who will participate via web camera.
- Kindergarten and First Grade will be a cohort. The remainder of the students will participate in classes as normally scheduled.
- Everest Point will maintain the original calendar and bell schedule as planned. In the beginning, we will likely have to incorporate a bit more time into passing periods until the kinks are worked out. If necessary, Everest Point maintains the possibility of opening in September after Labor Day. As it stands now, EP will begin school with students on August 24th. Staff will return August 17th.

Student and Stakeholder Well-Being:

- Everest Point prides itself on creating and maintaining comfortable relationships with all involved parties. Despite the facts that we cannot be physically close to each other, and have a hard time understanding each other through face masks, we will not allow these things to deter our love for our program and one another. Through positivity, humor, and reality we will support each other in good and bad times. Through maintaining as much normalcy as possible, and not allowing our people to dwell on the things we don’t like, we will move forward on a positive, productive path. **Mrs. Burkeen** will conduct regular school-wide announcements to keep a positive feeling in the building. Perhaps we will have “mask contests” and other such activities that can bring a positive fun spin to our temporary situation.

- A Microsoft Teams Chat Room has been created for staff to discuss their feelings in an open forum.
- **Mrs. Burkeen** has reached out to all staff and opened the door to any and all discussions. **Mrs. Burkeen** will continue to reach out to staff both via email and personally to ensure wellbeing.
- Throughout the year, **Mrs. Burkeen** will keep a finger on the pulse of Everest Point by ensuring open and comfortable communication as well as providing surveys (**managed by Kirstin Coleman**) to continue to understand the thoughts and desires of our community as we move forward.
- **Teachers** will create consistent daily routines to promote positive learning conditions.
- **Teachers** will give students the opportunity to share and process their thoughts and emotions with their peers.
- Positive behavior is still the expectation with no exceptions.

Planning and Preparation:

- Teachers will be expected to utilize Microsoft Teams for WebCam students.
- In the event that we go fully remote, teachers will be expected to utilize Microsoft Teams to conduct teaching for students.
- Teachers will be provided training on Microsoft Teams conducted by **Dr. Hanna Muldowney**.
- In the event that we go fully remote, teachers will receive training on how to conduct remote learning. The goal is to have as much consistency as possible, while also allowing individual needs to be met for each teacher. Training will include expectations, video making, pacing guides/syllabi, grading (**Dr. Muldowney/Sarah Burkeen**)