



**DREAMHOUSE**  
'EWA BEACH

**REOPENING PLAN**  
SCHOOL YEAR 2020-21

# EXECUTIVE SUMMARY

The DreamHouse 'Ewa Beach Public Charter School reopening plan for the 2020-21 school year is grounded in the health, safety, well-being, and success of our children, families, and school community. The plan was devised through evidence- and research-based health and safety protocols, family and stakeholder input and voice, and a flexible, adaptive educational model.

## HEALTH & SAFETY

DreamHouse is taking the following measures to ensure health and safety of all individuals at the school site:

- Infrared temperature scan, visual wellness check, COVID questionnaire, and sanitization station at entrance;
- Masks or shields required from 100% of individuals inside the building 100% of the time;
- Expanded classroom space and physical distancing (six feet) between seats;
- Increased transition times to clean, sanitize, and allow for air exchange;
- Reduced occupancy of the school building to 40% total capacity;

## STAKEHOLDER INPUT

DreamHouse received survey responses and input from over 70% of new and founding families, as well as input from health providers, local officials, and national models of success. We are committed to dialogue and partnership through these challenging times, and ensuring our work is reflective of and responsive to our 200 families and school community.

## EDUCATIONAL MODEL

DreamHouse will open this August 4, 2020 with two learning pathways options:

- (1) 100% Distance Learning
- (2) Hybrid On-Site & Distance Learning

Parents will opt-in to a specific pathway and follow this through the nine week pilot that will end on October 2, 2020, at which point the school will reassess the model.

We remain committed to the academic, social emotional, and leadership development of our children through these dynamic, challenging times.

# **RE-OPENING PLAN**

**DREAMHOUSE 'EWA BEACH | SY20-21**

## **VISION**

All children of DreamHouse 'Ewa Beach grow their minds, their social emotional capacity, and their leadership through an innovative, blended educational program to start the 2020-21 school year.

## **GOALS**

- Provide an equitable education for all students (face to face and distance learning students)
- Continue to develop their minds academically (content, academic skills)
- Develop social emotional capacity, leadership, 21st century skills...

## **COMMITMENTS**

As school team, we commit to:

- Ensure 100% of our children have access to equitable, robust learning opportunities;
- Provide meaningful academic, social emotional, and leadership development experiences;
- Engage parents and guardians in the distance learning program;
- Support our children in the creation of a unique learning portfolio;
- Do whatever it takes to reach, support, engage, build, inspire, and empower our children to achieve their full potential.

## **EQUITY STATEMENT**

DreamHouse 'Ewa Beach is committed to equity and student success. We believe it is our responsibility to ensure all students, no matter their learning ability and/or zip code, have access to excellent educational and life opportunities. Using the experience and perspective of our professional staff, and our deep commitment to children and families of our community, we will work together to ensure all students have the means to engage in robust learning and development at all times.

## NINE WEEK PILOT

The DreamHouse 'Ewa Beach Nine Week Pilot Period is a nine week reopening plan that will occur from Tuesday, August 4 - Friday, October 2, 2020.

The nine week plan will allow DreamHouse to open with a shorter time horizon to assess effectiveness, adjustments, and improvements necessary for the school and educational program.

Throughout, and after the nine week pilot, DreamHouse will adjust accordingly to meet the needs of our students, staff, and school community.

## LEARNING PATHWAYS

Parents will choose one of two learning pathways for the 9 Week Pilot. The two pathways are as follows:

| 100% Distance Learning                                                                                                                                                                                                                            | Hybrid On-Site & Distance Learning                                                                                                                                                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100% Distance Learning means the DreamHouse student leader will engage in academic, social-emotional, and leadership development 100% from off-site - the student leader will not come to or engage at DreamHouse during the 9 Week Pilot at all. | The Hybrid On-Site & Distance Learning pathway will provide student leaders with an on-site and distance learning schedule that will leverage the school site and capabilities, as well as the distance learning framework. Student leaders in this pathway will attend on-site school every other week. |

## 100% DISTANCE LEARNING

The DreamHouse 'Ewa Beach Distance Learning Plan from the 2019-20 school year will serve as a starting point for the approach to learning and development for the Nine Week Pilot. This plan received 90% parent satisfaction on the statewide Panorama survey and ensured that 100% of 6th graders had the opportunity to rise to 7th grade at DreamHouse.

Distance Learning through DreamHouse is primarily an asynchronous (meaning, not live classes) learning experience using project- and inquiry-based learning modules to develop academic, social-emotional, and leadership skills. The use of DreamHouse iPads, Google Classroom, coaching office hours, ZOOM, and other digital mediums allows for a strong, consistent learning experience.

## HYBRID ON-SITE & DISTANCE LEARNING

The Hybrid On-Site & Distance Learning pathway will ensure that children receive some on-site learning and in-person continuity as they come back to school for the 2020-21 academic year. In order to minimize contact, ensure safe spatial distance, and adequately leverage our new Kalaeloa facility, an every other week on-site learning model will be utilized during weeks one - nine. Each week, a different grade level will be on-site. This will reduce the occupancy load of the building, while allowing for students to build culture amongst their grade level and occupy the new DreamHouse site on a daily basis.

### WEEK ON / WEEK OFF SCHEDULE - NINE WEEK VIEW

| WEEK                     | GRADE 6           | GRADE 7           |
|--------------------------|-------------------|-------------------|
| Week 1 (AUG 4 - AUG 7)   | On-site ½ Day     | Distance Learning |
| Week 2 (AUG 10 - AUG 14) | Distance Learning | On-site ½ Day     |
| Week 3 (AUG 17 - AUG 21) | On-site           | Distance Learning |
| Week 4 (AUG 24 - AUG 28) | Distance Learning | On-site           |
| Week 5 (AUG 31 - SEP 4)  | On-site           | Distance Learning |
| Week 6 (SEP 7 - SEP 11)  | Distance Learning | On-site           |
| Week 7 (SEP 14 - SEP 18) | On-site           | Distance Learning |
| Week 8 (SEP 21 - SEP 25) | Distance Learning | On-site           |
| Week 9 (SEP 28 - OCT 2)  | On-site           | Distance Learning |

# DAILY ON-SITE SCHEDULE

The Nine Week Pilot adjusted schedule builds in adequate learning and development time, while also providing additional breaks for safe transitions, cleaning, classroom air exchange, and on-site protocols to ensure the health and safety of all.

## Components:

- Outdoor space usage still requires physical distancing
- Entrance protocol includes temperature check, mask/shield, and hand sanitizer
- Distanced transition requires all students out of classrooms / building (if possible)
- Classes are 1-hour long
- Lunch is outdoors (if possible)

On Wednesdays, school will release at 2PM in order to provide time for school team members to huddle and engage in professional development and team activities.

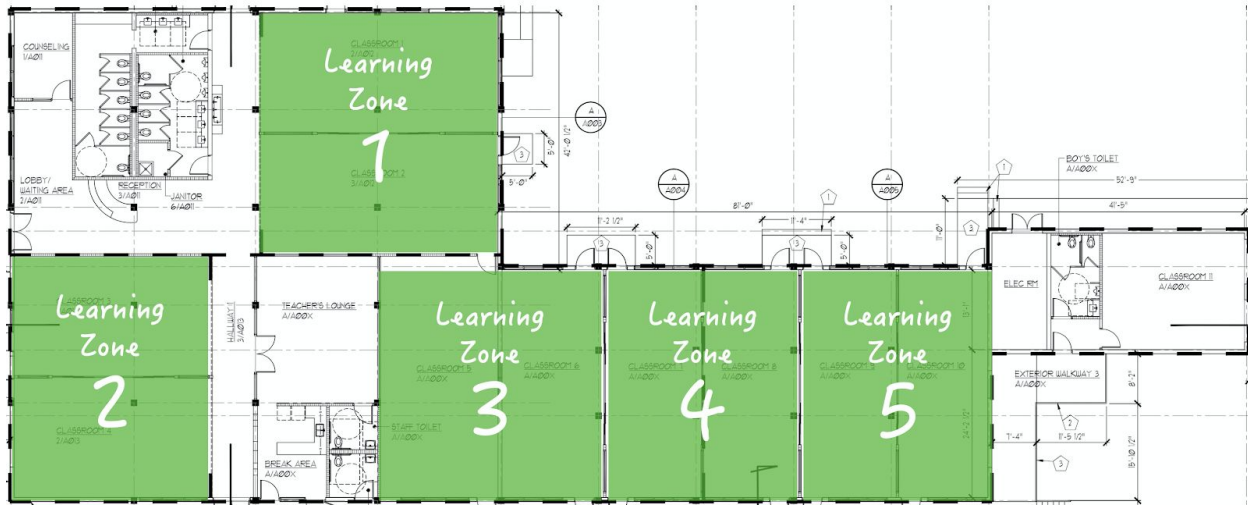
| TIME              | ON-SITE OPERATING SCHEDULE (M, T, TH, F)      |
|-------------------|-----------------------------------------------|
| 7:30 - 7:50AM     | Arrival, outdoor space usage                  |
| 7:50 - 8:00AM     | Entrance Protocol                             |
| 8:00 - 8:20AM     | Morning Advisory Huddle (outside if possible) |
| 8:20 - 8:25AM     | Distanced Transition                          |
| 8:25 - 9:25AM     | CLASS ONE                                     |
| 9:25 - 9:40AM     | Distanced Transition                          |
| 9:40 - 10:40AM    | CLASS TWO                                     |
| 10:40 - 10:45AM   | Distanced Transition                          |
| 10:45 - 11:15AM   | Lunch                                         |
| 11:15 - 11:20AM   | Distanced Transition                          |
| 11:20AM - 12:00PM | LEAD/SEEL                                     |
| 12:00 - 12:30PM   | PERSONAL GROWTH / TUTORIAL                    |
| 12:30 - 12:45PM   | Distanced Transition                          |

|                |                             |
|----------------|-----------------------------|
| 12:45 - 1:45PM | CLASS THREE                 |
| 1:45 - 2:00PM  | Distanced Transition        |
| 2:00 - 3:00PM  | CLASS FOUR                  |
| 3:00PM         | On-site School Day Complete |

| TIME            | ON-SITE OPERATING SCHEDULE (W) |
|-----------------|--------------------------------|
| 7:30 - 11:20AM  | <i>Same Schedule as Above</i>  |
| 11:20 - 12:20PM | CLASS THREE                    |
| 12:20 - 12:35PM | Distanced Transition           |
| 12:35 - 1:35PM  | CLASS FOUR                     |
| 1:35 - 1:55PM   | PERSONAL GROWTH / TUTORIAL     |
| 1:55 - 2:00PM   | Distanced Transition           |
| 2:00PM          | On-site School Day Complete    |

## ON-SITE SPATIAL DISTANCING & BUILDING OCCUPANCY

The new DreamHouse school site at Kalaeloa has a total occupancy load of 360 individuals. In order to physically distance and design a socially responsible learning environment, the school will be reduced to no more than 40% occupancy throughout the duration of the nine-week pilot, and possibly beyond. The classrooms have been grouped into the following learning zones to ensure six feet or more in between children and to allow maximum, responsible usage of the new building footprint.



The school will also look for creative ways to utilize outdoor spaces and learning areas throughout the nine week pilot as the school community gets acclimated to its new site and grounds.

## DISTANCE LEARNING SCHEDULE

Distance Learning at DreamHouse requires active, purposeful participation. The school team is building synchronous and asynchronous learning opportunities for children engaging in distance learning full-time, or every other week. More information regarding the actual scheduling and protocol will be released in the beginning weeks of the school year. The 2019-20 school year's 4th quarter Distance Learning Model is located on the DreamHouse 'Ewa Beach website.

## FEEDBACK

Weekly parent/guardian, student, and team surveys will be sent on Fridays to allow for the school team and leadership to assess effectiveness and impact of the program, while providing insights and opportunity for adjustments and improvements.

## OFFICE HOURS (DISTANCE LEARNING SUPPORT)

Students who are off-site for the blended model or participating in full distance learning will have opportunities throughout the week during instructional hours to receive support from coaches in all content areas. Distance learning office hours support will be



scheduled with the individual coaches by the child and will take place via ZOOM and/or Google Hangouts.

## **GRADING AND ASSESSMENT**

Throughout the Nine week pilot there will be multiple projects, tasks, and assessments for students to complete. Whether students are participating in the blended model or full distance learning, they will be responsible for completing all projects, tasks, and assessments which will be graded and count toward their term grades and promotion to the next grade level.

## **ATTENDANCE**

Daily attendance will be taken for every student whether on-site at DreamHouse or part of the distance learning model. Off-site attendance will be taken in the form of e-communication, phone call, or work production to maintain continuity of learning.

## **IN THE EVENT OF SCHOOL SITE CLOSURE**

In the event that the State of Hawai'i requires on-site school locations to close and transition to Distance Learning, we will adjust to a full Distance Learning model and all DreamHouse will enter the 100% Distance Learning pathway.

In an effort to cut down on paper packets and physical documents, the school will primarily utilize e-communication and Google Classroom. Google Classroom will be another communication method for parents to be able to contact the school.

In order to support our students instructionally while they are at home, we will distribute iPads for students as needed and offer a paper solution as well.

If the family is able to access the internet, effectively all activities can be done online, which will eliminate any public health risk associated with providing instructional support.

In the event of a school site closure, the school will communicate additional steps to ensure continuity of learning, support, and development.



## **OPERATIONS, HEALTH, AND SAFETY**

# INTRODUCTION

DreamHouse 'Ewa Beach is committed to the health, safety, and well-being of our children, families, team members, and school community. Given the dynamic, changing situation across our islands, nation, and world, we know that delivery of instruction and education this coming year is going to look and feel different.

Following dozens of hours of conversation with our team, extensive input from parents and families, various reopening models, and a deep commitment towards equity and access for all of our children, we have designed a flexible reopening framework that will allow us to reopen, gradually, while keeping health, safety, well-being, and access at the center of our model.

DreamHouse 'Ewa Beach Public Charter School (DreamHouse) has created this framework to aid in navigating the reestablishment of our school where employees, students, and families feel safe and to reduce the impact of COVID-19 conditions upon returning to school. The guidelines referenced in this plan are based on data, science, and a conservative approach to reopening DreamHouse. The team has consulted various organizations, agencies, and evidence-based reports to create this plan.

As the situation evolves or as new guidance becomes applicable, we will continually adjust our approach to ensure that we are providing a safe learning and working environment for our DreamHouse 'Ohana, within the context of our learning organization and mission.

## GUIDING PRINCIPLES

### VISITOR RESTRICTIONS

DreamHouse will suspend normal visitation to our campus until the State of Hawai'i lifts all COVID-19 restrictions. The school will prioritize and prefer virtual meetings (504, IEP, board meetings, etc.) whenever possible. If on-site meetings are to occur, they must be agreed upon by school leadership (CEO, CFO) and all visitors must adhere to the following principles while on-campus:

- (1) Infrared thermal scan prior to entering building;
- (2) [COVID-19 Q&A](#)
- (3) Mask on 100% of the time while in building;
- (4) Limited and minimal access to facility;

(5) Accompaniment of DreamHouse team member.

DreamHouse team members are the only individuals who will be allowed on-site on a daily basis.

### **TRAVEL RESTRICTIONS**

DreamHouse adheres to all state and local guidance for travel and travel restrictions.

### **EMPLOYEE SCREENING AND PROTOCOLS**

Employees will complete a daily self-screening which includes an infrared temperature reading and adherence to a [set of questions](#) related to COVID-19 symptoms including: cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, loss of taste or smell, diarrhea, feeling feverish or a measured temperature greater than or equal to 100.3 degrees fahrenheit, known close contact with a person who is lab-confirmed to have COVID-19, and possible additional questions relating to possible symptoms, exposure, or contact.

All screening will be conducted via the main entrance prior to entering the building.

Temperature and mask check will be completed via a touchless kiosk. Health declarations will be made directly via in-person and/or automated input.

If an employee has a temperature of 100.3 degrees or more, or answers yes to any COVID-19 question, they will not be able to enter the facility and must notify Chief Education Officer (CEO) and Chief Academic Officer (CAO) via immediate electronic communication to ensure instruction will be reassigned (i.e. internal coverage, substitute). At this point the employee must contact their health care provider and may return only once they have written consent from their physician.

If an employee is unable to participate in on-site instruction, DreamHouse may coordinate a qualified substitute and the affected Instructional Leader will provide lesson plans to ensure a continuity of learning. The assigned substitute will follow the same employee screening and protocols.

### **STUDENT SCREENING AND PROTOCOLS**

DreamHouse Students will undergo a four-step process upon entering the school building to ensure the health and wellness of our students and staff.

- (1) Temperature check
- (2) [COVID-19 Q&A](#)
- (3) Visual wellness check

#### (4) Hand sanitization

Upon drop-off, students are required to take infrared thermal scan prior to entering the school site and must maintain adequate (6-feet) distance between them and other students; and a mask must be worn.

Students will wait outside in either the front grass turnaround area, or the grass yard adjacent to the school building, and wait until the morning protocol begins. Students are to keep appropriate distance between each other.

At 7:50AM, students will begin to line up, spatially distanced, at 1 of 3 designated infrared scanning stations. Once the scan is complete and it is determined to be less than 100.3 degrees, and once students have engaged in the COVID-19 Q&A with a staff member, they will be allowed to enter the facility; they must also use hand sanitizer and/or wash their hands upon entrance. Masks and/or face shields are required 100% of the time while inside the DreamHouse school building.

Students must meet all four expectations in order to enter the DreamHouse building.

#### **EMPLOYEE HEALTH PROTOCOL**

If an employee becomes ill on-site or if another person is exhibiting symptoms of COVID-19 at school, they may be asked to leave the site and go home or to the nearest health center.

Employees returning to work from an approved medical leave should contact CEO/CFO and provide a clearance note from their healthcare provider.

If you have been diagnosed with COVID-19, you may return to work after your health provider provides clearance and it is safe to do so. All symptoms and risk of transmission must be mitigated prior to reentering the on-site school community.

If you have symptoms that could be COVID19 and do not get evaluated by a medical professional or tested for COVID19, it is assumed that you have COVID19 and may not return to work until the three criteria listed above have been met.

#### **STUDENT HEALTH PROTOCOL**

If a student does not meet any of the health measures listed above, the student will need to wait outside until all students have entered the building. Once all students have entered their classrooms, a staff member will determine the cause of the student missing the initial 4-part health screen. If it is again determined that the student does

not meet the health expectations, the student will be escorted to the designated safe zone where they will wait for their parent/guardian to arrive. A staff member shall monitor the child. The staff member will share with the parent/guardian the rationale for not allowing the student onsite this day. It may be the case that the student will need clearance from a healthcare provider to return.

#### **GUIDANCE IF POTENTIALLY EXPOSED**

If you or someone you have been in contact with has been exposed to the virus, our first concern is for your health and safety and those around you. In this rapidly changing situation, healthcare providers and state and local officials should have the most up-to-date information guiding distancing and isolation protocols. Following consultation with your healthcare provider and adherence to distancing and isolation protocols, we ask that you contact the CEO/CFO to determine next steps with regard to approaching and engaging with the onsite school community.

#### **PHYSICAL DISTANCING & SOCIAL RESPONSIBILITY**

Physical distancing is an effective way to prevent potential infection. DreamHouse employees, students, parents, and visitors should practice staying six (6) feet away from others and eliminating contact with others.

The school understands that six foot boundaries may not always be able to be adhered to, however, protocols and precautions should be in place in classrooms, common areas, and hallways to ensure that, through the majority of time that people are onsite, six full feet are in between people.

#### **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

In order to minimize exposure to COVID-19, PPE may be needed to prevent certain exposures. PPE can include:

**Face Masks:** Face masks are an important part of employee protection, as well as personal hygiene, physical distancing, social responsibility, and frequent cleaning efforts.

**Gloves:** Touching of the face with contaminated hands, whether gloved or not, poses a significant risk of infection. Wearing gloves does not diminish the need to wash your hands. Please remember to wash your hands properly as it is the number-one defense against any virus. Additionally, the proper removal of gloves reduces the risk of being exposed to contamination.

**Face Shields:** Face shields are generally not used alone, but in conjunction with other protective equipment and are therefore classified as adjunctive personal protective equipment. Face shields may, however, be used in place of masks in unique cases where masks pose a health risk to any student, staff member, or visitor.

In addition to using PPE, please remember to:

- Frequently use hand sanitizer with at least 60% alcohol;
- Wash hands often with warm water and soap for at least 20 seconds;
- Avoid touching your eyes, nose, and mouth;
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow;
- Hand sanitize and/or wash hands immediately after sneezing.

#### **PERSONAL WORKSPACE/CLASSROOM**

Employees are encouraged to disinfect their own personal workspace (desk, phone, etc.) throughout the day, giving special attention to commonly touched surfaces. As part of these unprecedented times, School Leadership and Instructional Leaders shall work collaboratively to ensure the health and safety of classroom spaces. Supplies will be available in each classroom to ensure sanitation of student high-touch areas throughout the school day.

The school will contract daily janitorial duties to occur after school hours which include, but are not limited to vacuuming, removal of trash, dusting, bathroom sanitation, and etc. Whole school sanitation by contracted janitorial services will follow best practices, local and state guidance, and responsiveness to the needs of the school site.

#### **SHARED WORKSPACE**

Employees are encouraged to disinfect their own workspace multiple times throughout the day, giving special attention to commonly touched surfaces. The school will have alcohol-based hand sanitizers throughout the workplace and in common areas. Cleaning sprays and wipes are also available to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards. *Please note that proper equipment such as acceptable disinfectant and PPE should be used when cleaning individual workspaces.*

The capacity of all rooms should be approximately ½ and six feet should be within each student or employee station.

The conference room shall be used on an as needed basis. Scheduling for and use of the conference room shall be coordinated with the CEO/CFO.

### **FACILITIES CLEANING**

Upon reopening, the school will have been completely cleaned and disinfected and we will continue to adhere to all necessary safety precautions. In addition to the deep clean of the school before employees and students return, the cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. Employees shall maintain this safety standard by cleaning and disinfecting based on the frequency stated below.

### **GENERAL DISINFECTION MEASURES**

| <b>Category</b>                 | <b>Area</b>                                                                        | <b>Frequency</b>                                                                                              |
|---------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <b>Workspaces</b>               | Classrooms, Offices                                                                | At the end of each use/day                                                                                    |
| <b>Appliances</b>               | Refrigerators,<br>Microwaves, Coffee<br>Machines                                   | Daily                                                                                                         |
| <b>Electronic<br/>Equipment</b> | Copier machines,<br>Shared computer<br>monitors, TV's,<br>Telephones,<br>keyboards | After each use AND at the end of<br>each use/day and/or between use                                           |
| <b>General Used<br/>Objects</b> | Handles, light<br>switches, chairs, desks                                          | In between each class AND at the<br>end of each use/day and/or between<br>use (ensure min. 2 mins "wet time") |
| <b>Common Areas</b>             | Kitchenette, Fishbowl,<br>waiting area,<br>conference room, and<br>common area     | After each use AND at the end of<br>each use/day and/or between use                                           |

The goal is to establish a sanitary baseline before the site opens. The site should be 100% disinfected prior to anyone returning to work and the school team shall maintain a shared approach to ensuring the site remains sanitized. The janitorial partner will ensure the site is cleaned thoroughly at the end of each day.



**SIGNAGE**

Signage will be placed inside, outside, and throughout the school to remind and clearly state expectations for health, safety, physical distancing, and social responsibility while at DreamHouse.

**FOOD DELIVERY**

Bringing or sharing refreshments during on-site meetings is strongly discouraged in order to limit the risk of contamination. Shared snack items, loose candy, and shared drinks will not be provided until further notice. Outside of the contracted lunch vendor, the school asks that any additional food delivery be coordinated with the CEO/CFO.

**STUDENT LUNCHES**

Student lunches will be delivered daily by Good Clean Foods Hawai'i (GCF). Three days of the week will be cold meals, pre-packaged for individual consumption. The remaining two days, GCF staff will provide hot meals, served individually. While waiting to receive lunch, students will have face masks on and stand six feet from each other. Students are welcome to bring home lunch, however, there will be no access to a refrigerator or microwave onsite until further notice.

Lunch will be consumed in the outdoor courtyard area only and physical distancing practices will be in place. All tables and chairs will be disinfected and wiped down after each lunch use.

**PREVENTIVE MATERIAL INVENTORY**

DreamHouse will ensure that preventive material is onhand at all times. Daily inventory will be taken and ordered as needed. As a result of the shortage of preventive material across the nation, the school cannot guarantee a specific brand. However, all cleaning and sanitization supplies will be procured to ensure effectiveness in stopping the spread of COVID-19 as well as safe for both staff and employees. A list of items used on campus will be available upon request.

**COVID-19 CASE FORM**

If an employee or student becomes ill on campus, he/she will immediately report to the designated isolation room and the case form will be completed.

Once the employee or student arrives at the isolation room they will immediately be provided with an additional mask and gloves; this is to help protect other employees and students and prevent the spread of the virus.

- Available authorized personnel (CEO, CFO, CSSO, CAO or OM) must complete the “[Potential COVID-19 Case Form](#)” and call the local health authority and seek advice regarding isolation, transportation, and immediate next steps;
- The authorized personnel and others attending to the potentially infected person should also wear a protective mask and gloves while working with the individual;
- Authorized personnel may direct the ill employee to leave the school or call the parent of the student to be picked up and go home;
- Authorized personnel must identify persons who may have come in contact with the potentially infected person. *Unless required by the local health authority, the name of the employee should not be provided.*
- Employees will be advised that they may have been in contact with a suspected employee/student and to carry out self-screening and additional health protection measures (i.e. they may want to contact their health provider);
- The isolation area and suspected employee’s or student’s work area/classroom must be thoroughly cleaned and disinfected, in addition to all other common surfaces recently touched by the employee or student.
- A case form will be completed by authorizer personnel and submitted to the CEO/CFO for review and logging.

## **RESTROOM USAGE DURING THE WORK DAY**

### *Location*

The school has two main, multi-stall restrooms labeled *Wahine* and *Kāne*; the school also has a staff only gender neutral restroom, and two additional general neutral restrooms for student use.

### *Usage*

At any given time of the day, only one student from each classroom will be able to use the restroom, limiting the maximum number of students in the restroom. If stalls are occupied the student must wait outside of the restroom until a stall becomes available.

### *Hygiene & Sanitization*

In addition to washing hands prior to leaving the restroom, each student will need to use hand sanitizer prior to returning to their desk.

## **VISITORS ON CAMPUS**

Visitors are required to adhere to all health and safety protocols that are set forth by this plan. To help prevent the spread of the virus and reduce the risk of exposure to our staff and students, prior to entering the building we ask that all visitors and parents:

1. Scan temperature at front entrance;
2. Wear face covering (i.e. mask, shield);
3. Only enter the front waiting area if they have not travelled, not knowingly had contact or exposure to COVID-19, and keep visits minimal and brief to conduct official business, pick up, or contact with school staff.

### **STAFF TRAINING**

1. **Pre-return to school training** - Presented remotely and in-person to ensure understanding and preparedness;
2. **First Day Training / Orientation** - Align local protocols and procedures with reopening procedures;
3. **Cleaning Crew Protocols** - Disinfection methods, comprehensive cleaning training, and overall approach to disinfectant, hygiene, and cleanliness.

It is very important that all employees understand the safety requirements, protocols and expectations to ensure everyone and their communities stay safe and prevent the spread of the virus.

The training plan will be structured to effectively disseminate information to all teams and audiences. Topics may include, but are not limited to:

1. All training topics can be reinforced with signage in the buildings.
2. School checklists
3. Response Teams
4. Disinfection Measures
5. Transportation
6. Isolation Protocols
7. On-site health screening
8. Daily self-screenings
9. Visitors
10. Cleaning Crew Protocols

### **COMMUNICATION METHODS**

To stay updated and informed, it is the expectation that:

1. School team members actively check their school e-mail, phone, and keep response times to no more than 24 hours with regard to pertinent communication;
2. Families, partners, and visitors check e-mail, mail, school website, and social media for accurate and up-to-date information.

## **MENTAL HEALTH SUPPORTS**

The DreamHouse Team is committed to support our children and families through these challenging times. We welcome families to reach out to [info@dreamhouseewabeach.org](mailto:info@dreamhouseewabeach.org) with any questions and needed supports and a member of the school team will follow up accordingly.

# **CONTINGENCY PLANNING**

## **CASES OF COVID-19**

In the event that a student or an employee tests positive for COVID-19 or has been identified as a close contact or household member to someone who has tested positive:

1. The DOH will conduct an investigation, and those individuals involved will be directed to a 14-day home quarantine or isolation.
2. The DOH will work with the DreamHouse CEO if it is identified that someone (student or staff) at the school is affected.
3. The DOH will send a letter to the CEO with start and end dates of an individual's quarantine or isolation. The affected individuals will also receive a letter from the DOH notifying them once they have completed their quarantine or isolation.  
NOTE: it is the employee's responsibility to notify the CEO if he/she tests positive for COVID-19 or has been identified as a close contact to someone who has tested positive.
4. The CEO will contact the Communications Branch to assist with communication to the school community if COVID-19 affects the school.

## **SCHOOL CLOSURE**

In the event that it is determined by the DOH that school closure is necessary, DreamHouse will adhere to the [DOE protocols](#).