



LIFT FOR LIFE ACADEMY
Educate Empower Uplift

“THE ACADEMY OF EXPLORATION”

Lift For Life Academy Covid-19 Handbook: Reopening and Guidance {Version 4, Revised 6-1-2022}

The safety of everyone at Lift For Life Academy is of paramount concern. This “Covid -19 Handbook: Reopening and Guidance” addresses a full-reopening of the Elementary, Middle and High Schools based on health and safety guidelines from the Center for Disease Control (CDC), The St. Louis City School Systems Collaborative Reopening Plan as well as the State of Missouri’s Infectious Control Procedures for Schools (May 2021). This handbook describes daily procedures and practices related to the academy’s operations amid Covid-19. This handbook was developed with input from various stakeholders within the learning community, including parents, staff and the opportunity for public comment. As the pandemic response and guidance continues to change, this handbook will be updated accordingly, but no later than six-months from the most recent revision.

NEW. Introductory Statement for Revised Version, 6-1-2022

In accordance with the expectations associated with the Coronavirus Aid Relief, and Economic Security (CARES) Act for the Elementary and Secondary School Emergency Relief Fund (ESSER Fund), this **Covid-19 Handbook: Reopening and Guidance** is subject to periodic review and revision. Versions of the handbook have undergone substantive changes as guidance and requirements have shifted from the Centers for Disease Control and the City of St. Louis Health Department. As an organizational entity within the boundaries of the City of St. Louis, Lift For Life Academy continues to follow local health and safety guidelines as directed. The biggest change in the last six-months was the end of the City of St. Louis’ indoor mask mandate. Lift For Life Academy continues to participate and receive daily Covid-19 updates from Education Plus, a collaborative serving St. Louis area school districts. Lift For Life Academy will continue to monitor legal and policy directives at the local, state and federal levels to ensure the plan is legally compliant and works to minimize the spread of the virus within the community.

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Health/Safety

To protect the health of students and staff and the community at large, Lift For Life Academy has committed to the following actions as part of its efforts to mitigate the spread of Covid-19:

- Develop an infectious disease plan;
- Establish a process by which the school keeps and maintains accurate attendance, visitation, vaccination and testing records;
- Comply with the Missouri Revised Statute Section 167.181 and 19 CSR 19c-20-28 which govern immunization of students;
- Comply with the Missouri statutes (19 CSR 20-20.020) governing communicable disease reporting requirements;
- Comply with the Missouri statutes (19 CSR 20-20.020) governing communicable disease reporting requirements;
- Maintain appropriate social distancing, including a 3ft radius between students in the classroom;
- Develop and provide instructions to students, parents, staff and other stakeholders as how to access and properly uses the academy's daily health self-assessment. This self-assessment will be used to help identify potential symptoms of Covid-19 and appropriate responses in minimizing the risk of transmission within the school community;
- Work with the City of St. Louis Department of Health and other health providers to ensure staff are vaccinated or are tested for COVID-19 prior to returning to work;
- Establish an isolation area within each school which will be used to remove an ill person from the school's general population;
- Provide visitors instruction and access to the daily self-assessment and instruct these individuals to follow the appropriate guidelines with regards to the wearing of masks;
- Establish school-level guidance and procedures that address the unique needs of the grade-levels and age groups served;
- Field trips are permitted and teachers and students are expected to follow the same health requirements established at the school when trips are indoors and abide by any other rules established by the place or location being visited;
- Teach and reinforce healthy hygiene, including washing hands frequently and covering coughs and sneezes among children and staff;

City of St. Louis Department of Health Exclusion Guidance Decision Tree (9/14/20)*

Decision Tree for Symptomatic People in Schools & Child Care Programs

Send home or deny entry to children, care providers, or staff with symptoms of Covid-19. For symptoms consistent with COVID-19, reference exclusion criteria below to determine when individuals may return.

Has the person been clinically evaluated?

1. Received laboratory test for COVID-19
 - **If Positive:** DOH will provide instructions to the person and household contacts about when it is safe to return to work /school. See revised guidance from St. Louis City Health Department regarding quarantine, Test-to Stay, and Test-to-Return procedures at the end of this document.
 - **If Negative:** Stay home until fever has resolved, other symptoms have improved, and one negative test is received.
2. Potential COVID-19 diagnosis without lab test
 - It is recommended that any student or employee with symptoms of Covid-19 quarantine and test as soon as possible and report the findings of such test to school officials or supervisor for employees immediately.
3. Alternate diagnosis of illness or laboratory confirmed condition (e.g. norovirus, hand, foot, mouth) COVID-19.
 - Follow health provider directions and/or established guidance regarding treatment, and return to work/school. See the Missouri Control of Communicable Diseases Guide for additional information.

For a person not clinically evaluated who is monitoring symptoms at home

1. If experiencing symptoms of COVID-19 (See Below)
 - Stay at home and seek out a Covid-19 screening test for verification of the illness. A person should quarantine at least 10 days from symptom onset without having participated in a Covid screening test and obtaining a positive/negative test result. It should be noted that it is the student/family or employee's responsibility to get tested as soon as possible and failure to test does not exempt a student/family or employee from consequences associated with missing school or work.
2. Other symptoms not consistent with COVID-19
 - Follow the Missouri Control of Communicable Diseases Guide

Symptoms consistent with COVID-19 include:

New onset or worsening cough OR shortness of breath OR **at least two** of the following symptoms: fever (100.4 F or higher); chills; muscle pain, headache; sore throat; new loss of taste or smell, nausea, vomiting, or diarrhea.

When a staff person is identified with symptoms:

- Remove the individual from the general population immediately. If they are medically stable, send that person home immediately. If they are not stable, call 911.
- The staff member will be advised to contact their healthcare provider if they exhibit symptoms or answered YES to any screening question at-work. The healthcare provider will be able to determine whether the symptoms are a result of COVID-19 infection or if there are other health issues.

When a student is identified with symptoms:

- Remove the individual from the general population immediately.
- Affinia Nurse or principal must contact the student's parent(s) or guardian(s) and request the student be picked up immediately. If the student is not medically stable and is being transported to a local hospital, the parent(s) or guardian(s) should be told where the student will be treated. If the parent has no access to immediate transportation, the student may be transported home by an academy school bus driver.
- If the student is not medically stable, a staff person or school health official will call 911. Only trained staff will provide lifesaving care (e.g., CPR).
- If the student is medically stable, the student will continue to wear a mask and be monitored while in isolation until their parent(s) or guardian(s) arrive.
- A student/employee infected with COVID-19 will not be allowed to return to school for a minimum of ten days from diagnosis. See updated guidance from the City of St. Louis Health Department regarding quarantine rules at the end of this document
- The child must follow the exclusion guidelines before being readmitted to school.
- Air out and then clean and disinfect the areas where the person was after they leave.

When a presumptive positive or possible exposure has occurred at school

- If the school is made aware of a student or employee who has tested positive for COVID-19, the Lift For Life Academy will only share the student or employee's name or other personally identifiable information with the Department of Health.
- We will notify students or employees who came into close, high-risk contact with the positive individual for self-monitoring and testing purposes, however, the school is prohibited from sharing the individual's name or other personally identifiable information.
- We may notify students or employees who did not come in contact with the positive individual only to share the steps the school is taking to provide a safe and healthy school environment in light of a positive COVID-19 test.

Staff

- When a staff member has been diagnosed with COVID-19 or has a suspected case of COVID-19, the HR Director and Deputy Director and/or designated school administrator will notify any student or staff member that was exposed to the staff member diagnosed with COVID-19 or has a suspected case of COVID-19.
- The Deputy Director will notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person.
- Lift For Life Academy will notify any exposed staff member or student and inform them not to return to school until their quarantine is complete.
- Lift For Life Academy may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. The notification will include that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.
- If a child/staff or a member of their family has been exposed to a confirmed case of COVID-19, that person will be excluded from Lift For Life Academy and Human Resources must have verification of any positive testing resulting in quarantining.

Student

- When a student has been diagnosed with COVID-19 or has a suspected case of COVID-19, the HR Director and Deputy Director and/or designated administrator will identify any student or staff member that was exposed to the student diagnosed with COVID-19 or has a suspected case of COVID-19.

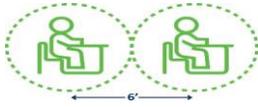
- The Deputy Director will notify the Department of Health with information about the individual who has been diagnosed or has a suspected case of COVID-19 and any staff member or student who has been exposed to that person.
- Lift For Life Academy will notify any exposed staff member or student and inform them not to return to school until their quarantine is complete.
- Lift For Life Academy may notify other staff members and students that there has been a person who is suspected of having COVID-19 or diagnosed with COVID-19. The notification will include that unless a staff member or student has received a notice that they were exposed, they were not exposed to COVID-19.
- If a child/staff or a member of their family has been exposed to a confirmed case of COVID-19, that person will be excluded from Lift For Life Academy for a period of time based on their vaccination status.
- Administration will send letters and emails to all parents. Parents will monitor their children and covid test if the child exhibits any symptoms.
- Lift For Life Academy will consult with the local public health agencies to determine when persons infected with COVID-19 should be allowed to return to school. Currently, the minimum is 10 days when a person is COVID-positive.

NOTE: If a staff member or student indicates they are only receiving their test results by phone they should be instructed to request a paper copy of their results from the provider.

The City of St. Louis Department of Health's Communicable Disease Bureau should be contacted to report a Positive COVID-19 test result and possible exposure to COVID-19 at the Health Department's Communicable Disease Bureau at (314) 657-1493. You can also report by email at casereporting@stlouis-mo.gov

Social Distancing

The overall goal of social distancing is to increase the physical space between members of the school community to reduce unintended exposures. Lift For Life Academy will continue to maintain class sizes that make reasonable social distancing in a classroom setting possible. . Additionally, classroom teachers should utilize routines for students to wash hands upon entering and leaving the classroom, and create regular cleaning practices for desks, equipment, writing utensils, and other classroom materials. Further guidance as to building-level procedures and precautions and expectations for instructional staff will be developed by the principals.



Lift For Life Academy will continue with full-time, in-person instruction to begin the 2022-2023 school year just as it did during the 2021-2022 school year. Lift For Life Academy will continue to utilize the following strategies or variations thereof in promoting a healthy school environment:

- Modify class sizes as needed to ensure three-feet of space between students and their individual desks/workspaces.
- Stagger lunch periods and use alternative locations for breakfast and/or lunch to promote social distancing and minimize intermixing as much as possible.
- Monitor the number of students in the restrooms by assigning supervisory duties to teachers and staff.
- Develop building-level procedures that are appropriate to the age groups and grade-levels being served in an effort to promote a safe and healthy environment.

Intensify Cleaning and Disinfecting

- Clean surfaces regularly using soap, water and disinfectants
- Continue to follow a routine cleaning schedule that addresses entry and doors and fixtures, including bathrooms, tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, railings sinks, etc.
- Classrooms will be supplied with hand sanitizer, paper towels/cleaner or wipes.
- Classrooms will be cleaned regularly and surfaces sanitized.
- Disinfect using EPA-registered household disinfectant
- Sneeze Guards will be placed at the front office and cafeteria register
- Protective gear, masks and shoe coverings will be provided to custodial staff as required.

Hand Washing & Sanitation Procedures

- Hand sanitizer will be provided to each classroom for use when hand washing is not possible.
- Children must wash their hands throughout the day, including, but not limited to, when entering the classroom, returning from the playground, before and after eating, after using the restroom, and after elective classes.
- Staff is required to follow all current handwashing procedures. In addition, staff must wash their hands after direct contact with a child. If a staff member chooses to wear gloves, gloves must be discarded after contact with a child, and handwashing guidelines must still be adhered to.

Face Coverings

In March of 2022, The City of St. Louis Health Department ended the indoor mask mandate for schools. Lift For Life Academy may decide to reinstitute mask wearing at its discretion or at the direction of the City of St. Louis Health Department.

Visitors and Guests

Visitors and guests to Lift for Life Academy are expected to comply with the same rules and guidelines in place for adult staff when students are and are not present at school, including the daily health self-assessment.

Human Resources

STAFF

LFLA will keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files. LFLA will provide employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on LFLA.

Vaccination or Testing Requirements to begin the 2022-2023 School Year

All vaccination and testing requirements for staff to start the 2022-2023 school year are under review. Lift For Life Academy may implement additional screening test requirements of staff (vaccinated, non-vaccinated, or both) in response to the pandemic and its discretion. This may include, but is not limited to the following: requiring staff to get tested

following various school breaks; developing and implementing a Covid screening schedule; and other testing protocols designed to minimize virus spread as much as possible and protect all stakeholders within the learning community from exposure. Failure to participate in test screenings in a timely manner may result in lost wages and/or the employee having to use personal time off.

IMPORTANT NOTE: Those employees who missed assigned working days due to not submitting either vaccine verification or a negative Covid-19 test result will be required to use Personal Time Off (where the employee is provided PTO as part of their contract or work agreement) or will not receive hourly or daily rate compensation where applicable.

ALL Vaccinated and Non-Vaccinated Staff returning to school should adhere to or consider the following:

- Follow the guidelines in this handbook with the knowledge that all plans and contents within are subject to revision.
- All staff will be emailed a health screening self-assessment form that should be followed by the employee daily prior to arriving to work.
- All staff should update Emergency Contact information with the Human Resources office.
- Avoid congregating in groups in common use areas, such as, the front office, cafeteria, hallways, etc. where individuals might be displaying symptoms of Covid-19.
- Wash your hands several times a day for 20 seconds.
- Avoid using other's phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect items before and after use.
- Disinfectant or alcohol wipes will be made available at the printers, copiers, fax machine and postage meter. Please use these wipes on the surfaces you touch once you have finished at any office machines.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash hands with soap and water for at least 20 seconds.
- Meetings with staff will utilize both in-person and virtual options.
- Desks and workstations will be spaced out and/or temporary walls may be installed between workstations.

TRAVEL

All employees are encouraged to consider the health conditions and rules associated with all potential areas of travel, especially international. There are currently no federal or state orders prohibiting anyone traveling outside of the state or country. The academy is not responsible for any actions taken by the United States or foreign government or agency with regards to an individual's travel into and out of a country. If an employee's travel into or out of the country is restricted or subject to quarantine, the employee will be expected to take personal leave if no positive test result for the employee and/or traveling companion who has shared lodging is generated. For an update as to international travel guidance, employees are encouraged to visit [United States' Department of State website](https://travel.state.gov). (travel.state.gov)

Staff should also consider the following when considering all international travel as suggested by the Centers for Disease Control (CDC).

- There may be limited access to adequate medical care in affected areas.
- US residents may have difficulty returning to the United States.

Lift Life Academy staff will not be quarantined for travel unless the employee exhibits symptoms of COVID-19 upon your return.

Staff Benefit Options during COVID

All eligible employees are encouraged to familiarize themselves with their healthcare benefits. CSD Insurance Trust Plan members can see a doctor online through Live Health by logging in to their [Anthem.com](https://www.anthem.com) account to connect to Live Health Online. All costs of services provided by the healthcare provider in response to Covid-19 are determined by the healthcare provider. Additional services are available for full-time staff through the Employee Assistance Program (EAP) Ability Assist Counseling Services. For access by phone call toll-free 844-242-6861 or visit www.guidanceresources.com. If a first time user, click the Register tab and in the Organization Web ID field enter: HLF902 and in the Company Name field enter: ABILI. After selecting "Ability Assist Program" create your own username and password.

Lift For Life Academy has provided a myriad of layers of protection against contracting the COVID-19 virus. Of course no plan is 100% proven but we take your health very seriously. Communication will be provided by the academy's executive leadership as conditions, policies and procedures change. ***Lift For Life Academy also supports all***

employees getting the Covid-19 vaccination as the most important layer of protection in getting the virus and in stopping the spread of the virus. If you have questions or need assistance in both securing a Covid-19 vaccine or test, please contact the Human Resources Director.

The Families First Coronavirus Response Act (FFCRA) of 2020 included a variety of provisions related to Emergency Paid Sick Leave. These provisions expired on December 31, 2020. The academy extended these provisions for the remainder of fiscal year (ending June 30, 2021). There were also adjustments made in 2020 with regards to Personal Time Off and LFLA's Family and Medical Leave Bank.

Effective July 1, 2021

- All Personal Time-Off and Family Medical Leave Bank policies will be based on what is stated in the Teacher and Employee Handbook for the given year.

IMPORTANT NOTE: The provisions associated with the Covid-19 Employee Quarantine Leave Policy for Employees and the Family Members of Employees below is still considered current in Version 4 of this document. This policy is scheduled to undergo comprehensive review during the summer of 2022, which may result in substantive changes to start the new 2022-2023 school year. Most importantly, all the provisions associated with this policy are subject to review and revision at the discretion of Academy Administration/Leadership.

Covid-19 Employee Quarantine Leave Policy for Employees and the Family Members of Employees (Revised: 1/3/2022)

Due to the fact that most school employees cannot effectively work from home when school is in-session, Lift For Life Academy has developed the following policy with regards to an employee testing positive for Covid-19 and is required to quarantine as a result. This policy is also intended to promote employees self-reporting important health information in a timely manner to keep all other persons in the school environment Covid-19 free and healthy.

- If an employee (part or full-time) tests positive for Covid-19, then the employee will be required to inform their direct supervisor or the Human Resources Director and quarantine at-home in accordance with St. Louis City Health Department guidelines. The employee will be provided 10 consecutive workdays of paid leave during the required quarantine period if required. Including weekends and the paid leave days, this means that the employee will not lose wages or personal time-off for the

duration of the required quarantine period up to 14-days. This policy is subject to change and review by Academy administrators.

- Employees may access the Covid-19 Employee Quarantine Leave Policy only once from July 1, 2021 to June 30, 2022. If an employee tests positive again after 90-days from the initial test result, then the employee would be required to utilize either paid or non-paid leave based on the standard Personal Time-Off and Family Medical Leave policies and procedures.

- If an employee must take additional time off due to continuing symptoms and illness associated with Covid-19, then the employee will have to take unpaid leave, utilize Personal Time-Off and/or seek out approved Family Medical Leave.

- The Covid-19 Employee Quarantine Leave Policy was extended in August of 2021 to include those members of an employee's direct family or household who share residency and test positive for Coronavirus. This includes, but is not necessarily limited to the following: a child; a spouse, a domestic partner; or another person who may require special consideration in care as a result of a positive Covid diagnosis (such as elderly parent). In this situation, the employee will receive 5-days of paid Covid leave and would not have to access any Personal Time-Off (where applicable). The five-days of compensated leave will begin at the time of the positive Covid test result. Personal time taken or days not worked leading up to the positive test result will not be returned or compensated by LFLA. Employees (both vaccinated and unvaccinated) who access this policy provision, will be required to participate in a Covid test and submit a negative test result prior to returning to work.

- If an employee misses more than three-consecutive days or work due to reported illness where one or more Covid symptoms are present or suspected, then the employee is required to return with a statement from a doctor confirming that they are under their care. In addition, the employee is also required to obtain a Covid-19 test and forward the results of that test to the Human Resources Director.

Mental Health Day

To support the mental health and wellbeing of staff, LFLA is providing one (1) Mental Health Day during the 21-22 school year. The Mental Health Day applies to all full-time employees. This day can be requested through COMP days and can be rolled to the following year's PTO or FMLA bank as long as it does not exceed the total limit for your classification. Please see the year's updated Employee and Teacher Handbook for additional information.

Bus Transportation

Lift For Life Academy will continue with full in-person learning for all schools and grade levels to begin the 2022-2023 school year. This will result in larger numbers of students riding the bus to and from school as compared to the first year of pandemic schooling in 2020-2021. The following represents general guidance for limiting mixing and keeping distance between students as much as possible.

- Every effort will be made to have one student per seat or require household siblings to sit together on the bus. Drivers should create assigned seating based on loading the bus from the back towards the front as part of pick-ups and drop-offs. The use of assigned seating is an important procedure to conduct effective contact tracing and limit intermixing between students.
- Drivers are encouraged to maximize outside air-flow by keeping windows open as much as possible
- Drivers will clean and disinfect surfaces on the bus daily.
- As stated in this document elsewhere, parents and students are asked to self-assess their health prior to riding the bus to and from school. Those students exhibiting symptoms of Covid-19 should not come to school.
- Drivers, along with all other employees, should also self-assess their health daily for symptoms of possible Covid-19 illness and use sick-time to minimize exposing others to the virus.

Arrival and Drop-Off Procedures: Parents and Students

- Complete the daily health self-assessment screening for students and parents.
- Wash hands or use hand sanitizer immediately upon entering the building
- Proceed to classroom or work area
- Parents/guardian dropping off child are required to wear a face mask

The Daily Health Self-Assessment Screening for Students and Parents will include the following:

- In the recent weeks, has anybody in your household been tested for Covid-19?
- In the recent weeks, has anyone in your household tested positive for Covid-19?
- In the recent past, have you been in contact with a Covid-19 positive person?
- In the past 14 days, have you experienced any of the following symptoms?
 - Cough
 - Shortness of breath or difficulty breathing
 - Fever
 - Muscle Pain
 - Sore Throat

- Has your child had any of the following symptoms within the last 3 days:
 - Shortness of breath or cough
 - Repeated chills or shaking
 - A fever of 100.4 degrees or higher
 - Persistent “cold-like” symptoms
 - Muscle pain
 - Sore throat
 - Runny nose
 - New loss of taste or smell
 - Abdominal pain
 - Vomiting
 - Diarrhea
 - Trouble breathing
 - Potential at-home close contact with positive cases

Food Service Procedures

Procedures for Employees

- Employees conduct self-assessment for symptoms of Covid-19 and should stay at-home if symptomatic.
- Report Covid-19 exposures within a household
- Gloves should be changed frequently and hands-washed frequently.

Procedures for Kitchen

- Prep tables cleaned and sanitized throughout the shift
- All table surfaces will be cleaned and sanitized after each breakfast and lunch service.
- Clerk station cleaned and sanitized after each breakfast and lunch shift
- Staff will highlight students for lunch accountability to eliminate the use of the student keypad.

Procedures for Students

- Maintain social distancing while waiting to receive food.
- Keep mask on unless eating/drinking.
- Wash hands with soap/water or sanitizer after eating.
- Tell staff full name to be highlighted daily.
- Principals will provide students and staff additional information with regards to student breakfast and lunch procedures.

Procedures for Cafeteria

- All table surfaces and chairs cleaned after each breakfast and lunch shift.
- Protection barriers installed at registers and food serving areas.
- Handwashing posters displayed throughout the cafeteria.
- Soap and paper towels available at sink near ice machine.
- Hand sanitizer stations throughout the cafeteria.
- Soap and paper towels available in the cafeteria bathrooms.
-

Communications

Communication to Families

Communication needs must be assessed by coordinating with school principals and leaders prior to re-opening and throughout the course of the school year.

- A timeline will be created once communication needs are determined. Emergency communications may occur and should be handled in an expedient manner
- All messaging must be succinct and complete and approved by Dr. Noble.
- For each message, it must be determined what formats to use, i.e. letter, email, phone call, social media, website.
- Ensure that the website includes all reopening guidelines, updates and complete contact information.
- The Covid-19 Handbook: Reopening and Guidance will be posted to the Academy's website at www.liftforlifeacademy.org

In-School Messaging

- Specific flyers will be created prior to opening and placed in relevant locations regarding reopening policies, physical health-related information and mental health-related symptoms and resources.
- The Academy will continue to survey staff as to various Covid-19 views and concerns.

School Entrances

- All entrances will provide signage regarding who is allowed entry, what is required for entry and contact information for questions/emergencies.

Community Media/Messaging

- Press releases may be issued if deemed appropriate for positive human interest stories, community health reasons, or other important community-related topics.

Social Emotional/Mental Wellness

The social and emotional wellbeing and mental health of students and parents/families will be the priority of the social work and counseling department At LFLA. This will be addressed through a three-tiered Response to Intervention model.

Parent and student survey: Information regarding parent and student needs will be gathered through a survey prior to the opening of school and within the initial first weeks of welcoming students back. The survey will include questions regarding their experience with remote learning at the end of last school year, life events and social/emotional concerns that occurred during the summer, and current needs and functioning regarding the re-opening and return to school.

Survey questions will focus on social and emotional needs, well-being, and mental health. These will include (but will not be limited to) topics/experiences with grief and loss, anxiety, depression, loss of physical needs and safety. Parent surveys will include topics regarding needed resources i.e. housing, utilities, food, and employment, healthcare.

Surveys will also include information on and requested assistance to:

- follow up with a SW/C
- participation in a mental health education or support group
- referral to outside resources

Information from the surveys will be reviewed by Academy Social Workers and Counselors to determine three levels of response to intervention.

Tier 1

Grade level presentations and Information will be provided regarding health and COVID-19 prevention practices, mental health symptoms and concerns including anxiety, grief/loss, depression, and coping skills for social emotional mental health. Information will be presented by social work and counseling staff as well as approved outside agencies and speakers coming into the classroom. Post presentation surveys will be used to follow up with students of concern.

Elementary and middle school academies may also utilize videos developed by teachers and staff explaining new safety and plans put in place to re-open school in response to COVID-19. These videos may include information on handwashing, social distancing,

procedures for riding the bus, taking temperatures, and entering and exiting classrooms and buildings.

Videos will be engaging and informational with the goal of reducing anxiety and providing information to students and families prior to return to school.

Tier 2

Based on information gathered from surveys and recommendations from the SW/C staff, groups will be developed and offered to students regarding (but not limited to) topics of grief and loss, anxiety and depression, and healthy coping skills. These groups will follow similar formats as in the past, inviting participation and receiving permission from parents and students to participate. Groups will be limited in number to no more than six students and follow CDC guidelines regarding handling and sanitation of materials, social distancing, hand washing, and entering and exiting group rooms.

Tier 3

Students and families requiring more intensive services and intervention will be addressed through master level social workers and counselors at the school or through referral to approved outside community agencies.

In addition to the student and parent needs surveys, teaching staff, Social Workers and Counselors will engage in regular social and emotional mental health check in's with students individually and in the classroom setting to identify ongoing needs and concerns. A Google doc shared by all LFLA teachers and staff will be maintained and monitored to alert social work and counseling staff to additional social and emotional well-being needs of students including physical resource needs of families and mental health concerns.

Academics, Instruction, Technology & Special Education

During the 2020-2021 academic year, Missouri public and charter schools were permitted to provide three primary options of schooling: Full in-person learning five-days a week; blended learning [a combination of in-person and virtual learning days at-home]; and 100% virtual learning at-home. For the 2021-2022 school year, the Missouri Department of Elementary and Secondary Education has eliminated the blended learning option and students are required to either be full in-person or 100% virtual students. Missouri state

law requires that students and their families be provided with a virtual option for learning and Lift For Life Academy will continue to follow this law and its provisions in the future. Missouri state law does permit schools and districts to close and provide distanced instruction for up to 36 hours in an academic year, including for reasons related to the physical health of students and staff.

Lift for Life Academy will be implementing a full return to in-person learning for all students and families to begin the 2022-2023 school year. ***The first-day of middle and high school will be August 22, 2022. The first-day of elementary school will be August 23, 2022.*** For families and students requesting a virtual learning option for the 2022-2023 academic year, these requests should be submitted to the building principal prior to the first-day of school in August. For more information regarding the instructional program of each school, please reference the Parent and Student Handbook [available at a later date].

Special Education

- Have IEP teams review and update Individualized Education Plans for special education students and address educational and health services if a) a doctor determines it is not safe for the student to attend school, b) the School Building Closure/Distance Learning Plan is implemented, or c) the Alternatives to Closing School Building Plan is implemented. To begin the 2021-2022 academic year, Special Education Meetings will be held both in-person at the school and virtually at the request of parents.
 - Plan to deliver required compensatory services.
 - Plan to conduct IEP meetings, Review of Existing Data Meetings, and Initial Evaluation meetings via telecommunications based on state guidelines and district policy.
 - Research options for providing services to students through telehealth, tele-education, or other virtual options.

504 Plan

- Have 504 teams review and update 504 plans and address educational and health services if the School Building Closure/Distance Learning Plan is

implemented or the Alternatives to Closing School Plan is implemented. LFLA will continue to hold Special Education Meetings in-person at the school and virtually at the request of parents. 504 meetings will also be held both in-person at the school and virtually at the request of parents.

Student Expectations

These guidelines are provided to give direction to students as they return to school. Please direct any questions you may have to your teacher or principal.

Lift For Life Academy complies with the Americans With Disabilities Act (ADA) and applicable state and local laws providing a reasonable accommodation for qualified individuals with disabilities in accordance with these laws.

The academy will continue to develop school-level plans that promote effective teaching and learning in a safe and healthy learning environment. These plans may include modified seating within classrooms, reduction in class sizes where feasible, adjustments to food service during the course of the school day and basic health and safety procedures students and teachers can follow to minimize the transmission of the virus and germs to one another.

Students returning to school should adhere to the following:

- Prior to returning to school, all families will be provided guidance as to how use the health screening self-assessment form daily.
- Students should wash their hands several times a day for 20 seconds.
- Students in the 2nd grade and above must wear a face covering when in the school building. All students below the second grade level will be highly encouraged to wear a mask at all times.

External and internal signs and floor markings will be used to remind students and staff about guidelines, expectations and responsibilities wearing personal protection equipment (PPE), personal hygiene and social distancing.

Do not come to school if you have a combination of the following symptoms, you may have COVID-19. Symptoms may appear 2-14 days after exposure to the virus.

- New onset or worsening cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever more than 100.4 F
- Chills or repeated shaking with chills
- Muscle pain
- Headache
- Sore Throat
- New loss of taste or smell
- Nausea, vomiting or diarrhea (Updated 9/15/20)

Staff or students exhibiting multiple symptoms of COVID-19 may not return to school without a certification by a healthcare professional of the ability to safely return to school.

Addressing Learning Loss as a Result of the Pandemic

The negative impact of the pandemic on student learning is concerning. Due to the limited amount of in-person learning that has taken place over the past year and a half, many students have not made progress in their learning or even regressed in their skills and understandings. This effect of the pandemic is being commonly referred to as “learning loss.” Many Lift For Life Academy students, like their peers nationally, have been negatively impacted by irregular in-person learning. Academy assessment data suggests that many students have experienced learning loss or stagnant gains in learning in Reading and Mathematics. In fact, Mathematics scores have indicated the greatest amount of learning loss among students.

To address “learning loss” Lift For Life Academy has developed the following strategies to increase student achievement over the short and long-terms:

- Lift For Life Academy was required to provide remote instruction for the last quarter of the 2019-2020 academic year as a result of the pandemic.
- At the beginning of the 2020-2021 academic year, Lift For Life Academy Elementary shifted from blended learning two-days a week to offering full in-person instruction in September of 2020. Sixth-grade students in the middle school transitioned from full remote learning to two-days a week blended learning in October of 2020. Seventh and eighth-grade students returned to school two-days a week in November of 2020 as part of blended learning. In January, all elementary students were attending four-days a week and all middle and high

were attending two-days a week in-person as part of a blended learning plan through the end of the school year in May.

- Although the academy must offer a virtual educational option to parents and students per state law, the plan is for a full return to regular school and instruction five-days a week to start the 2022-2023 school year just as it did in 2021-2022.
- Lift For Life Academy will again provide an extended summer school program that is four-weeks in duration from June 6th to July 1st to all elementary and middle grades and a required ninth-grade transition. The primary focus of the middle school program at all grade levels is reading, writing and math literacy.
- To facilitate more effective teaching and learning as part of remote and blended learning to begin the 2020-2021 academic year, Lift For Life Academy invested in Chrome Book technologies in order for all students to have access to their own Chrome Book device. All elementary students were also provided access to classroom Chrome Book carts as part of daily instruction and assessment. Lift For Life Academy Middle and High Schools will remain 1:1 throughout the 2021-2022 academic year (1:1 means 1-Chrome Book device per every student). Lift For Life Academy will continue to utilize Chrome Book technologies to maximize teaching and learning during the 2022-2023 school year and beyond.
- In order to provide equitable access to the Internet during the 2020-2021 school year, LFLA purchased and distributed “hot-spot” technologies to families to ensure students have a viable Wi-Fi connection at-home to use their school issued Chrome Book devices. This strategy will remain in-place in starting the next academic year so that students have full access to technology-based learning tools. Lift For Life Academy will continue to emphasize Internet access for students and families as an important Covid response strategy during the 2022-2023 school year and beyond.
- With the support of federal dollars, Lift For Life has added staff to provide more individualized instruction and wellness support to identified students. Many of the staffing additions made during the course of the 2020-21 and 2021-2022 academic years will remain in place during the 2022-2023 academic year.

Financial Policies

School leaders will continue to comply with all state and federal financial requirements regarding the use of Covid related funds, tracking expenditures, etc. Finance asks all budget point persons and leaders to be especially

sensitive to maintaining their budget and creating efficiencies wherever possible as this year will hold many challenges. Thoroughly vet all requests for overages through the Business Department.

Sports/Athletics

The Academy will continue to comply with revised health and safety mandates from the City of St. Louis' Health Department with regards to athletics and other student activities during the summer months and the 2022-2023 school year.

The following represents an overview of current expectations for athletics staff and students.

- Inform students of how to follow the prescribed daily health self-assessment procedures related to Covid-19 and how to inform supervising staff when symptoms are detected.
- Monitor student athletes daily for symptoms of Covid-19 and remove student athletes from participation when illness is suspected.
- Inform the administrative staff when a student has been removed from participating in an activity due to symptoms of Covid-19. Inform administrative staff when a student misses an activity in self-reporting an illness that is symptomatic of Covid-19.
- Follow the City of St. Louis' existing health guidelines with regards to the wearing of masks during athletic practices and competitions.
- Develop and use a student attendance procedure for all practices and workouts as part of potential contact tracing.

Infectious Disease Control Plan

Having direct contact with the body fluids of another person can potentially provide the means by which many different infectious diseases can spread. Some examples of body fluids which transmit infection, and some of the diseases that can result, include the following:

Body Fluid

- Eye discharge
- Nose or throat discharge

- Blood
- Feces
- Urine

Diseases Spread Through Contact with this Body Fluid

- Conjunctivitis (pink eye)
- Colds, influenza, parvovirus B19 (Fifth's disease)
- Hepatitis B, C, HIV
- Hepatitis A, shigellosis, giardiasis
- Cytomegalovirus

It is important to remember that any person could potentially have disease-causing organisms in their body fluids, even if they have no signs or symptoms of illness. Consequently, the following recommendations should be followed in all situations, not just those involving an individual known to have an infectious disease.

In the school setting, it is recommended that reasonable steps be taken to prevent individuals from having direct skin or mucous membrane contact with any moist body fluid from another person. Specifically, direct contact should be avoided with all the following:

1. Blood (preventing exposure to blood or blood-contaminated body fluids is discussed in more detail in the following section on standard precautions);
2. All other body fluids, secretions, and excretions regardless of whether or not they contain visible blood;
3. Non-intact skin (any area where the skin surface is not intact, such as moist skin sores, ulcers or open cuts in the skin); and
4. Mucous membranes.

If hands or other skin surfaces are contaminated with body fluids from another person, washing with soap and water should take place as soon as possible.

In general, standard medical vinyl or latex gloves should be worn whenever the possibility of direct contact with any body-fluid with another person is anticipated. Gloves should be available and easily accessible in any setting where contact with body fluids could take place. Hands should always be washed immediately after removal of gloves. Pocket masks or other devices for mouth-to-mouth resuscitation should be available.

Mucous membranes cover the eyes and the inside of the nose and mouth, along with certain other parts of the body. In a school setting, avoiding mucous membrane contact with body fluids means, for practical purposes, that one does not get these fluids in one's eyes, nose or mouth. This can generally be accomplished by not rubbing the eyes with one's hands, and not putting the hands or anything touched by unwashed hands (such as food) in one's mouth. Good handwashing is vital to preventing mucous membrane exposure to disease-causing organisms.

Additional steps to reduce the risk of transmission of communicable diseases in the school setting include the following:

1. Toilet tissue, liquid soap dispenser, and disposable towels should always be available in all restrooms. All children should be taught proper handwashing and encouraged to practice this after using the restroom.
2. All children should wash their hands, with direct supervision as necessary, before eating.
3. Children should be discouraged from sharing food, personal grooming items, and cosmetics.
4. Younger children should be discouraged from placing others' fingers in their mouths, or their own fingers in the mouths of others, and from mouthing objects that others might use.
5. Proper sanitation procedures must be followed with regard to food handling and preparation, control of insects and rodents, and proper disposal of solid waste.

Standard Precautions

Standard Precautions (formerly universal precautions) is the term now used to acknowledge that any person's body fluids, including blood, may be infectious, and includes the need to use personal protective devices such as gloves, masks or clothing to prevent exposure to body substances. These precautions include:

- Wearing disposable gloves for contact or anticipated contact with any person's blood or body fluids;
- Wearing protective gown/apron if soiling of clothes is likely;
- Wearing goggles and/or mask as appropriate when splashing of blood/bloody fluids is likely; and
- Always washing hands after removing gloves or when hands have come in contact with blood or any body-fluid/excretion.

In addition:

1. If any body fluids come into contact with the mucous membrane surfaces of the nose or mouth, the area should be immediately flushed with water. If the mucous membrane surfaces of the eye are contaminated, there should be irrigation with clean water, or with saline solution or sterile irrigants designed for this purpose.
2. Precautions should be taken to avoid injuries with sharp instruments contaminated with blood. Needles should not be recapped, purposely bent or broken by hand, removed from disposable syringes, or otherwise manipulated by hand. After they are used, disposable syringes and needles, and other sharp items should be placed in puncture-resistant, leak-proof containers for disposal; the puncture-resistant containers should be located as close as practical to the use area. School districts should have a clear procedure for sharps usage and disposal.
3. Persons providing health care that have exudative skin lesions or weeping dermatitis should refrain from all direct patient care, and from handling patient-care equipment, until the condition resolves.

The Missouri Code of State Regulations, 19 CSR 20-20.092, promulgated under the authority of Section 191.640 RSMo, requires that “the blood-borne pathogen standard governing public employers in the state of Missouri having employees with occupational exposure to blood or other potentially infectious materials shall be the standard of the Occupational Safety and Health Administration as codified in 29 CFR 1910.1030.” The rule establishes the current standard of practice with regard to the prevention of transmission of infectious blood-borne agents in occupational settings, and it contains good public health and risk management policies. School administrators and other school personnel who are involved in making health policy decisions should become familiar with this rule and consider, in consultation with appropriate legal counsel, adopting the policies that it describes, including the development of an exposure control plan. Such an exposure control plan should contain a statement on providing hepatitis B vaccine to appropriate school staff (August, 2001).

The Occupational Safety and Health Administration (OSHA) guidelines and the standard adopted by the Missouri Department of Health and Senior Services also require:

Persons who, as part of their assigned occupational duties, may reasonably be expected to have contact with blood should be vaccinated with hepatitis B vaccine. Vaccination of all school staff is neither feasible nor necessary. However, certain staff is assigned duties which could place them at increased risk of infection from hepatitis B. These individuals should be provided, free of charge, three doses of hepatitis B vaccine. Such individuals include:

1. The person(s) assigned primary responsibility for providing first aid;
2. Special education/early childhood development personnel who may have contact with children infected with hepatitis B. These children may have special behavioral and/or medical problems which increase the likelihood of hepatitis B

transmission; and 3. The person(s) assigned primary responsibility for cleaning up body fluid spills.

A person who has been offered hepatitis B vaccine but refuses to receive it should be required to sign a statement indicating the vaccine was offered but he/she chose not to be vaccinated.

Procedures for Cleaning Spills of Blood or Other Body Fluids

1. Absorbent floor-sweeping material should be used to cover larger body fluid spills.
2. Wear sturdy, non-permeable gloves and other protective clothing as necessary.
3. Use disposable absorbent towels or tissues, along with soap and water, to clean the area of the spill as thoroughly as possible.
4. All surfaces that have been in contact with the body fluids should then be wiped with a disinfectant. Any EPA-approved disinfectant can be used. A 1:10 dilution of household bleach can also be used (this solution should not be mixed in advance because it loses its potency). After the disinfectant is applied, the surface should either be allowed to air dry, or else to remain wet for 10 minutes before being dried with a disposable towel or tissue.
5. If the gloves worn to clean up the spill are reusable rubber gloves, they should be washed with soap and running water prior to removal. Disposable gloves should be placed in an impermeable plastic bag. Regardless of the type of gloves used, care should be taken during glove removal to avoid contamination of the hands. However, whether or not any known contamination occurs, the hands should be thoroughly washed with soap and water after the gloves are removed.
6. If the person doing the clean-up has any open skin lesions, preparations should be taken to avoid direct exposure of the lesions to the body fluids.
7. If direct skin exposure to body fluid accidentally occurs, the exposed area should be thoroughly washed with soap and water for at least 15 seconds.
8. It is necessary to keep one or more clean-up kits on hand for blood/body fluid spills. The clean-up kit should consist of the following items:
 - Absorbent floor-sweeping material
 - Liquid soap
 - Disinfectant
 - Small buckets
 - Rubber or plastic gloves
 - Disposable towels or tissues
 - Impermeable plastic bags

All of these materials should be kept together in one or more central locations so that they are readily accessible.

CAUTION: Diluted bleach solutions, if utilized, should not be used for any other purpose than the clean-up described above. Mixing this solution with certain other chemicals can produce a toxic gas. Also, any EPA-approved disinfectant that is used should be diluted according to manufacturer's instructions. It is not appropriate or necessary to add more disinfectant than the directions indicate. Doing so will make the disinfectant more toxic, and could result in skin or lung damage to those individuals using it.

Identification of Mitigation Strategies Implemented

Since the pandemic's inception, Lift For Life Academy has implemented a variety of Covid-19 mitigation strategies to prevent the spread of the virus within the school community. These mitigation strategies have been paid for using a combination of local, state and federal funds, including from the Coronavirus Aid, Relief, and Economic Security Act {CARES}. The ultimate goal of these strategies has been to provide a safe and effective learning environment for all students, employees, and other stakeholders. This includes the reopening strategies implemented at all schools during the course of the 2020-2021 school year and a more broad return to in-person learning for all students to begin the 2021-2022 academic year. Many of these strategies will continue to be in effect heading into the 2022-2023 school year.

The following is a summary list of various mitigation strategies implemented in reopening and operating academy schools:

- Purchase and installation of new Heating, Ventilation and Air Conditioning (HVAC) systems to improve air-flow and minimize the possibility of airborne transmission of the virus in the school environment.
- The hiring of additional bus drivers to minimize the number of students riding the bus to and from school to promote social distancing and prevent intermixing of students on the bus.
- Purchase and use of electronic thermometers to identify excessive temperatures among students, staff, and parent-guests to the school.
- Hiring of additional custodians to ensure deeper cleaning and sanitation efforts in common and classroom spaces.

- Providing teachers with classroom safety kits that include disinfectant wipes, extra face masks, hand sanitizer, and other items as needed.
- Covid-19 vaccination of staff, families, and students in partnership with Affinia Healthcare in March of 2021.
- Utilization of a “blended-learning” model where students attended school two-days a week and three-days virtually to reduce classroom sizes at the middle and high school levels during the 2020-21 academic year.
- Restructuring of building-level food service schedules, including additional lunch-shifts, to promote social distancing and minimize intermixing among students.
- To mitigate the impact of disruption to the Federal Free and Reduced Lunch (FRL) Food Program, home deliveries of essential groceries were made by LFLA staff using LFLA bus drivers.
- Investment in Chrome Book technologies to ensure students had appropriate access to virtual instruction and support from teachers.
- Investment in “Hot-Spot” technologies to ensure that students have access to an Internet at-home as part of remote and blended learning virtual days.

(New: 1/3/2022) Current Guidance from the St. Louis City Health Department Regarding Quarantine, Test to Stay, and Test to Return (The below text was adopted from the guidance document titled, “City of St. Louis Quarantine and Testing Guidance for Early Childhood, Primary, and Secondary Schools.”

Guidance for Fully Vaccinated Individuals

Students teachers and staff identified as close contacts do not need to quarantine if they:

- Are full vaccinated and do not develop symptoms of Covid-19 for the full ten-days past the last date of exposure to a confirmed case. Fully vaccinated is defined as two-weeks after the second dose of a two-dose vaccine series (Pfizer and Moderna) or two-weeks after a single dose vaccine (Johnson and Johnson/Janssen).
- Had Covid-19 illness (as identified via a positive viral test such as PCR or antigen tests) within the previous 90-days, has recovered, and remains without Covid-19 symptoms for a full ten-days following the last confirmed exposure. LFLA does not accept home test results for regular screening, accessing the Covid leave policy, or requirements associated with returning to work.

Note: Quarantine is not recommended for individuals that meet the scenarios as outlined in Option 1. However, CDC does recommend fully vaccinated person get tested 3-5 days after exposure and do the following:

1. Correctly and consistently wear a mask in the K-12 school/work setting.
2. Wear a mask in other indoor settings for a period of 10-days or until negative test results are obtained.

Test-To-Stay Option

Students, teachers, and staff regardless of vaccination status who are identified as close contacts (within 6 feet of a positive Covid-19 individual for 15-minutes or more) can continue to attend school/work, if the following criteria are met.

- The close contact does not include household exposures (i.e. exposures among persons who live in the same household). There may be other similar higher-risk exposures where Test-to-Stay would not be recommended. Subject to further review and revision by the City of St. Louis Health Department.
- The close contact does not develop symptoms of Covid-19 throughout the full duration of the quarantine period (10-days past the last date of exposure to the confirmed case).
- The close contact wears a mask consistently and correctly in school at all times during their quarantine period (ten-days past the last date of exposure to the case), other than when drinking or eating. When these individuals cannot be masked, then they should maintain 6-feet of distance from other individuals.
- The close contact receives a minimum of three rapid antigen tests during the first seven days of the quarantine period per the following:
 - Test One: Upon identification as a close contact (unless already participating in a screening test program) ; and
 - Tests Two and Three: A minimum of two additional rapid antigen tests, preferably on two non-consecutive days within the first seven-days of the quarantine period.
 - The testing is conducted upon entry to school/work and the negative results received prior to returning to the K12 school/work setting.
- A person who tests positive for Covid-19 during their quarantine period must be isolated and obtain clearance from their medical provider before returning to school for in-person instruction.

For participation in extracurricular activities, daily testing is recommended, though at a minimum, an additional rapid antigen test is to be taken on the day of the participation throughout the duration of the ten-day quarantine period. The testing

must be completed and a negative result received prior to participation in the event. This includes testing on days when the event occurs during the weekends, holidays, or other days when institutions are not in session.

- Receive negative test results from Covid-19 testing conducted throughout the duration of the ten-day quarantine period.
- Active monitoring of the persons participating in Test-to-Stay for symptoms is conducted by the school throughout the duration of the ten-day quarantine period, and person should self-isolate at home if symptoms develop.

A person with Covid-19 can spread the virus to others starting from two-days before they have any symptoms (or, for asymptomatic patients, two-days before the positive specimen collection date), until they meet criteria for ending isolation. Therefore, persons can be infected with Covid-19 and spread the virus to others without having symptoms or knowing they are infected.

Test-to-Return

The City of St. Louis has developed a Test-to-Return option for K12 schools where the Test-to-Stay option is not available.

Students, teachers, and staff regardless of vaccination status who are identified as close, high-risk contacts can quarantine outside of school. Individuals can return to school if the following criteria are met:

- The close contact does not include household exposures (i.e. exposures among persons who live in the same household). There may be other similar higher-risk exposures where Test-to-Return would not be recommended. The final decision regarding the inclusion in Test-to-Return is at the discretion of the City of St. Louis Department of Health based on findings of the case investigation.
- The close contact does not develop symptoms of Covid-19 throughout the full duration of the quarantine period (10-days past the last date of exposure of the case).
- The close contact is able to return to school/work in-person after completing a ten-day quarantine period without testing if they remain without symptoms over the course of their quarantine period, or after day seven if they have a negative PCR test (test must occur on day five of the quarantine period or later). To return after day 7, proof of a negative PCR test must be provided to the school administrator. This means the individual under quarantine may submit to SARS CoV-2 on day five or six of their quarantine period. If their test results are

negative, they can return to school the day after completing their 7-day quarantine or after 1-days without a test if they remain free of symptoms. If they develop symptoms during their quarantine period, they must be tested for SARS CoV-2 prior to returning to school and participating in school related activities (e.g. sports, other activities associated with school operations).