



SMART. SAFE. TOGETHER.

**2020-2021 RETURN TO SCHOOL PLAN**

July 15, 2020 Update

**LAKE HIGHLAND  
PREPARATORY SCHOOL**





## JULY 15, 2020 UPDATE

Five registered nurses staff the newly renovated clinics and supervised isolation rooms

As the school year nears, we grow more and more excited to reunite with our Highlander students! Whether on campus or via our new Digital Campus for 20-21, we look forward to beginning the next academic year together in August.

Like most of you, we continue to closely monitor the impacts of COVID-19. Our resources span local, statewide, and national experts in healthcare, education, safety, government officials, and health organizations such as the CDC and Florida Department of Health.

### **Our highest priority remains the safety of every Highlander.**

As a private, independent school with fewer than 2,000 students, we have great agility and resources that allow us to function independently of the public school system in the event of county-wide delays to the start of school. As of today, we remain steadfast in our goal to start the 20-21 Highlander academic year on Thursday, August 13, either in-person (on-campus) or via the Digital Campus option. After evaluating all of our options, resources and local conditions, if we feel it is unsafe to reopen campus, we will still begin the school year on August 13 with our Distance Learning option. Again though, as of July 15, our plan is to fully resume on-campus operations on August 13.

Since the start of summer break, our administrators have been steadily planning for and creating new policies and processes for the upcoming school year. We will continue to roll out new information in these bi-monthly communication updates. In this update, we've included specific information on:

- Opting into the Digital Campus modality after July 10
- Mask protocols per division
- Health protocols for exposed, diagnosed, and symptomatic students and employees
- Upcoming faculty training

If you have any questions about information in this update or further concerns about your family's specific circumstance, please directly contact your child's School Director. For questions about Digital Campus, please contact the Associate Directors of Curriculum and Instruction in your child's division.

### **ASSOCIATE DIRECTORS OF CURRICULUM & INSTRUCTION (Digital Campus Contact)**

Lower School	Susan Keogh	<a href="mailto:skeogh@lhps.org">skeogh@lhps.org</a>
Middle School	Josh Lauer	<a href="mailto:jlauer@lhps.org">jlauer@lhps.org</a>
Upper School	Jennifer D'Andrea	<a href="mailto:jdandrea@lhps.org">jdandrea@lhps.org</a>

### **DIVISION DIRECTORS**

Lower School Director	Dustin Bowlin	<a href="mailto:dbowlin@lhps.org">dbowlin@lhps.org</a>
Middle School Director	Alison Murphy	<a href="mailto:amurphy@lhps.org">amurphy@lhps.org</a>
Upper School Director	Derek Daly	<a href="mailto:ddaly@lhps.org">ddaly@lhps.org</a>



## DIGITAL CAMPUS

The original deadline to opt-in to Lake Highland's Digital Campus learning option was July 10. If you did not opt-in to Digital Campus, we are planning on your child returning to on-campus learning beginning August 13.

For the Lower School, students selecting the Digital Campus option must remain enrolled in that option (aka, remote learning) for at least one semester.

In the Middle and Upper School, students have additional flexibility and can switch modes of learning as needed due to COVID-related concerns.

The difference in policy between the schools is due to staffing requirements/considerations necessary to offer and support the remote learning modality.

Lower School students enrolled in Digital Campus (remote learning) will have a dedicated teacher per grade level. This helps establish a routine and needed consistency for our youngest Highlanders. It also helps ensure that dedicated Digital Campus faculty can deliver the highest quality education for our Lower School students.

Middle and Upper School faculty will generally be able to provide Digital Campus students with the same content as on-campus students. The independence, aptitude, and experience of the older students allow for more flexibility in how educational content is delivered.

Students in all schools can switch from on-campus learning to the Digital Campus option at any time during the year for these COVID-related concerns:

1. The student contracts COVID-19
2. A family member who resides in the same household contracts COVID-19
3. A person who resides in the home is considered "high risk"

For questions about Digital Campus, please contact the Associate Director of Curriculum and Instruction in your child's division.

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Lower School	Susan Keogh	<a href="mailto:skeogh@lhps.org">skeogh@lhps.org</a>
Middle School	Josh Lauer	<a href="mailto:jlauer@lhps.org">jlauer@lhps.org</a>
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Plexiglass dividers help separate student work areas



## PROTOCOLS FOR FACE COVERINGS

Appropriate face coverings must be worn on campus

### LOWER SCHOOL

Students must wear face coverings walking to and from classes, and when unable to physically distance by 6 feet.

Students will not be required to wear face coverings in classrooms when appropriate physical distancing is possible. However, all students are welcome to wear face coverings in the classroom if they so choose.

Students must wear face coverings outdoors unless physically distanced by 6 feet or involved in strenuous exercise activities.

Students may remove face coverings while eating or drinking.

Employees are required to wear face coverings (masks or face shields), unless in a private office and able to physically distance by 6 feet.

### MIDDLE & UPPER SCHOOL

Students are required to wear face coverings indoors, while walking to and from classes, and outdoors unless physically distanced by 6 feet or involved in strenuous exercise activities.

Students may remove face coverings while eating or drinking.

Employees are required to wear face coverings (masks or face shields), unless in a private office and able to physically distance by 6 feet.

### CHOOSING A FACE COVERING

The biggest priority in choosing a face covering for your student is comfort. The goal is to avoid students regularly touching or adjusting their face coverings. Additional guidelines about face coverings as it relates to dress code are forthcoming. In general, these guidelines will mirror existing dress code requirements.

If a child forgets, damages, or loses their mask, the school will be able to provide a disposable mask for the remainder of the school day.

If you have questions about face covering policies, please contact Lake Highland's Dean of Students, Jonathan Hiatt, at [jhiatt@lhps.org](mailto:jhiatt@lhps.org) or 407-206-1900 ext. 3271.

# HEALTH PROTOCOLS FOR STUDENTS

This diagram explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the Florida Department of Health to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

**Please remember, the primary line of defense in limiting exposure to COVID-19 is the daily at-home health screening and temperature check.** Do not bring your child to campus if they have a temperature of 100 degrees Fahrenheit or higher, are medicated to reduce a fever, or exhibit any of the following symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell.

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
Student shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic	Student shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Student is presenting at least one of the following COVID-19 symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell
<ul style="list-style-type: none"> <li>• Separate student with a supervised adult wearing a face covering and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Return to school after 14 days since last close contact and if symptoms do not develop</li> <li>• If symptoms develop, follow guidelines under Symptoms section</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate student with a supervised adult wearing a face covering and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Clean and disinfect the exposed areas</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>	<ul style="list-style-type: none"> <li>• Isolate student with a supervised adult wearing face covering and standing at least 6 feet away</li> <li>• Send student to clinic where student will be supervised by a medical professional</li> <li>• Student should wear a cloth face mask</li> <li>• Clean and disinfect the exposed areas</li> <li>• Provide supportive medical care if needed</li> <li>• Enact plan to safely send student home as quickly as possible</li> <li>• If student is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:               <ol style="list-style-type: none"> <li>1. At least 10 days have passed since first symptoms appeared AND</li> <li>2. At least 24 hours have passed since recovery as defined by the resolution of fever without fever-reducing medication AND</li> <li>3. Symptoms have improved</li> </ol> </li> <li>• If student has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication, and they have felt well for 24 hours</li> <li>• Participate in Digital Campus remote learning while at home, if possible</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine teacher and entire class.</li> </ul>

If you have any questions about this health protocol, please contact our school nurse, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234.

# HEALTH PROTOCOLS FOR EMPLOYEES

This diagram explains our health protocols for individual cases of COVID-19 exposure, symptoms, and diagnosis. We will work in concert with the Florida Department of Health to contact trace and quarantine cases of COVID-19 exposure and diagnosis.

EXPOSURE, NO SYMPTOMS	DIAGNOSIS, NO SYMPTOMS	SYMPTOMS
Employee shares he/she was exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic	Employee shares he/she was diagnosed with COVID-19 less than 10 days ago, but is NOT symptomatic	Employee is presenting at least one of the following COVID-19 symptoms: fever, chills, shortness of breath or difficulty breathing, new cough, new loss of taste or smell
<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHPS nurse or a personal cloth face mask</li> <li>• Immediately go home</li> <li>• Return to school once it has been 14 days since the last close contact and you do not develop symptoms</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor of your condition and health department recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHPS nurse or a personal cloth face mask</li> <li>• Immediately go home</li> <li>• Clean and disinfect the exposed areas</li> <li>• Return to school once it has been 10 days since first positive COVID-19 test, AND if no symptoms develop since positive test</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor of your condition and health department recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Wear a surgical mask provided by LHPS nurse or a personal cloth face mask</li> <li>• If well enough, immediately go home</li> <li>• Clean and disinfect the exposed areas</li> <li>• If not well enough, isolate employee in clinic and provide support to get employee home or medical care</li> <li>• If a staff member is diagnosed with COVID-19 based on a test, their symptoms, or does not get a COVID-19 test but has had symptoms, they can return to school when:               <ol style="list-style-type: none"> <li>1. At least 10 days have passed since first symptoms appeared AND</li> <li>2. At least 24 hours have passed since recovery as defined by the resolution of fever without fever reducing medication AND</li> <li>3. Symptoms have improved</li> </ol> </li> <li>• If staff member has a negative COVID-19 test, they can return to school once there is no fever without the use of fever-reducing medication, and they have felt well for 24 hours</li> <li>• Notify local health department and follow their recommendations. The local health department will give guidance at that time if it is necessary to quarantine entire class.</li> <li>• Notify school supervisor of your condition and health department recommendations</li> </ul>

If you have any questions about this health protocol, please contact our school nurse, Marissa Johansen, at [mjohansen@lhps.org](mailto:mjohansen@lhps.org) or 407-206-1900 ext. 1234.





## EMPLOYEE TRAINING

Electrostatic sprayers are used to clean classrooms nightly

We have scheduled opportunities in the coming weeks to meet with every LHP faculty and staff member to review our new processes, campus upgrades and cleaning enhancements, and expectations for the new school year.

Highlander employees have also received all COVID-19 email updates and are studying new information as the school releases it.

Furthermore, before August 13, our employees will:

- Complete an online health screening
- Meet with their Division Director about their classes and curricula
- Complete video training for COVID-19 precautions
- Understand our new health protocols
- Receive thermometers and extra cleaning supplies for their classrooms
- Receive school-issued face coverings for daily use
- Be ready to quickly transition to mandated all-school Distance Learning (if directed by governmental authorities)
- Receive professional development training during teacher pre-planning days

Additional staffing (substitutes and former teachers who are now administrators) are being cross-trained on our in-classroom health protocols, Digital Campus, and Distance Learning, so that we have adequate teaching resources for the school year.

Employees will also be required to complete daily at-home temperature checks and regular health screenings once school starts.

With safety as our number one priority, we are committed to providing ongoing training, resources, and support to Highlander faculty and staff members throughout the school year, and as needed during the ever-changing COVID-19 pandemic.



Additional hand sanitizing stations available