



COVID-19 MEASURES AND CONTINGENCY PLAN FOR HIGHPOINT PARENTS

March 12, 2020

Dear Parents,

We continue to monitor very closely the Coronavirus (COVID-19) situation and taking all necessary precautions. Unlike large public/charter schools, we are a small school that can have better control and make immediate decisions. This advisory contains information on precautionary measures and also the Contingency Plan in the event that Health Officials urge us to close our school.

We understand that these are uncertain times, and while none of us can predict the future, our commitment is to keep you updated and be in regular communication as we navigate difficult decisions during this global novel pandemic. We should not panic, scare our children, or make decisions in haste. Instead, we must be prepared and follow closely the recommendations by the experts, including the CDC. At this time, there are only two confirmed cases in Miami-Dade County, with a population of close to 3 million people, so our school will remain open regular hours until further notice.

We are taking this situation “one day at a time.” Optimism is not a plan, and neither is panic. We will take actions that are grounded in the best information available each day. Let's all focus on keeping ourselves, our families, and our students healthy and we will get through this!

Please feel free to contact us if you have any questions.

With love,
Ms. Alicia

TRAVEL ADVISORY AND POLICIES REGARDING ILLNESS

International Travel:

Parents of students traveling outside the United States to any country or who is taking a cruise, must notify the school administration before departure. Upon returning to Miami, the student will be required to self-quarantine for a minimum of 14 Days. A clearance letter from the Doctor will be required prior to returning to school.

Domestic Travel:

The CDC has identified Washington State, California, and New York as having the highest number of COVID-19 outbreaks, with each state reporting over 100 cases (<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>.) Parents of students traveling to these states must notify the school before departure. Upon return to Miami, student will be required to self-quarantine for a minimum of 14 Days. A clearance letter from the Doctor will be required prior to returning to school.

Sick Students: Any student who is sick with a fever, constant cough or shortness of breath, must stay home and receive medical clearance before they will be allowed to return to school. Parents of students who develop flu symptoms while at school will be called and they will be required to take student home immediately.

Exposure: Students exposed to someone who has tested positive for COVID-19 must contact their healthcare provider and self-quarantine for a minimum of 14 days. Students who test positive for COVID-19 will not be allowed to come inside our Campus and must receive medical clearance before returning to school. Please notify the school immediately if your child or a member of your household tests positive for COVID-19.

CHECKLIST FOR PARENTS

- ✓ Keep your child at home if they're sick. If we find that a child is sick, has a fever, is coughing or is showing flu symptoms, we will immediately isolate them and contact Parents to come pick up the child.
- ✓ Notify the school if you are keeping your child home because they are ill and presenting flu like symptoms or if you have chosen to self-quarantine him/her.
- ✓ Remind your child when sneezing or coughing to cover their mouth and nose with a tissue or use the inside of their elbow. Send them immediately to wash their hands for 20 seconds and use hand sanitizer.
- ✓ See your healthcare provider immediately if you, your child, or anyone in your household develops a fever, cough or shortness of breath.
- ✓ Clean and disinfect all frequently touched surfaces and objects in your home.
- ✓ Monitor that your child practices proper hand washing procedures and washes hands regularly for 20 seconds throughout the day, including when they come home and when they use the bathroom.
- ✓ Make sure that you keep hand sanitizing gels at home, and take it with you when in public areas.

PRECAUTIONARY MEASURES BEING TAKEN AT HIGHPOINT TO PREVENT CONTAMINATION

- Monitoring closely all the updates on COVID-19 and listening to expert opinions prior to making decisions.
- Deep cleaning and disinfecting our campus regularly throughout the day and night. This includes sanitizing keyboards, doorknobs, desks and chairs throughout the day and in the evenings.
- Teaching our students proper handwashing procedures and reminding them to wash their hands many times during the school day, including when they enter and exit their classrooms.
- Observing visitors and making sure anyone with flu symptoms is not allowed inside our campus.
- Observing students for any signs of the flu and sending them home if they are sick.
- After school athletic events are cancelled as of March 13, 2020.
- Decisions will be made soon regarding the 4th Grade St. Augustine Trip, and possible alternatives for our Grades 1 to 7 Awards Night, 8th Grade Prom/Trip and Graduation Ceremonies.
- As of today, any **HIGHPOINT EMPLOYEE** or **STUDENT** who travels outside the Country, goes on a Cruise, or travels to Washington State, California, or New York at any time will **NOT BE ALLOWED** to return to school until **14 days** after returning from their trip. A clearance letter from the doctor will be required prior to return.

BEST HYGIENE PRACTICES TO PROTECT YOURSELF AND OTHERS AT HOME

- ✓ Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow.
- ✓ Wash your hands often with soap and water for at least 20 seconds especially after blowing your nose, coughing, or sneezing.
- ✓ Avoid touching your eyes, nose, and mouth with unwashed hands.
- ✓ Avoid attending large events, gatherings, or amusement parks unless necessary.
- ✓ Frequently disinfect doorknobs, cell phones, iPads, and keyboards.
- ✓ Keep bottles of hand sanitizers in your home, cars and purse/pockets.
- ✓ Should you develop a fever, cough, and shortness of breath, contact your healthcare provider immediately and don't wait for these symptoms to get worse.

Online Resources

Center for Disease Control (CDC)	www.cdc.gov/coronavirus/2019-ncov/index.html
Travel Advisories	www.travel.state.gov
Florida Department of Health	http://www.floridahealth.gov/
COVID-19 Resource Toolkit	http://www.floridahealth.gov/diseases-and-conditions/COVID-19/covid19-toolkit.html
COVID-19 Vs. the Flu	https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-disease-2019-vs-the-flu

CONTINGENCY PLAN IN CASE OF SCHOOL CLOSURE

Closing our school is the last resort since we know the inconvenience this would cause our Parents. If we're urged to close, teachers will offer virtual classes through an online video conferencing platform called ZOOM. In this case, parents will be notified via email and our Highpoint Families website. Although absences related to the Coronavirus will not be counted in the student's attendance record, students in grades K-8 will be expected to participate in the video conferencing sessions and complete their work at home during this time.

Virtual Classes may be accessed through these devices:

- Computers with audio visual capability
- iPad
- Smartphone

Parents will be emailed an invite to join the teacher's virtual class through ZOOM and obtain a special access code. Through this platform, teachers and students will be able to see each other. Teachers will continue to provide instruction to students through multiple media platforms that may include:

- Highpoint Families & Class Website(s)
 - Live Video Conferencing through "Zoom" (Website/App)
 - Pearson (App)
 - Exploros (App)
 - Spelling City (App)
 - Khan Academy (App OR website links - instruction tutorials)
 - Showbie (App - communication and assignment submission)
 - Email
1. Teachers will post vides/tutorials/instructions on Highpoint Families & Showbie and provide LIVE instruction through Zoom video conferencing.
 2. All assignments and due dates will be posted on Highpoint Families (Class website).
 3. Important information regarding school operations will be posted on Highpoint Families and sent to parents immediately via our PTO Class Chats, text blasts, and emails.
 4. Parents and students may communicate with their teacher(s) by email using Highpoint Families OR through Showbie (Class Discussion section). Teachers will reply within 24 hours (Monday thru Friday).
 5. Parents can contact Highpoint's Administration during regular business hours (8 AM - 4 PM) via email.
 6. Subject areas to incorporate virtual instruction during the school-closure:
 - Language Arts (*Vocabulary, Spelling, Reading, Writing, Grammar*)
 - Math
 - Science
 - Social Studies/Geography/Civics
 - Spanish

Please notify your child's teacher immediately if you don't have Wi-Fi or a printer at home.

CDC TERMS: <https://www.cdc.gov/quarantine/index.html>

Social Distancing	Public health safety intervention taken by Public Health officials to reduce the likelihood of transmitting communicable disease. It involves minimizing exposure to infected individuals by avoiding large public gathering venues, adhering to spacing requirements in the workplace, and following proper personal hygiene practices.
Isolation	Separates sick people with a contagious disease from people who are not sick.
Quarantine	Separates and restricts the movement of people who were exposed to a contagious disease to see if they become sick.
Pandemic	The CDC defines a pandemic as an epidemic that has spread over several countries or continents, usually affecting a large number of people.