

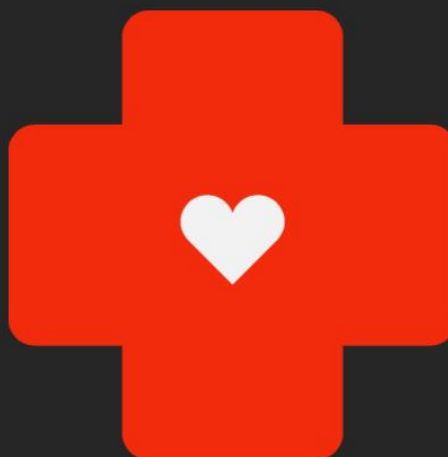


Dr. Howard Fuller
Collegiate Academy

– Founded in 2004 –

HEALTH AND SAFETY PLAN

2021-2022 SCHOOL YEAR



Dr. Howard Fuller
Collegiate Academy
– Founded in 2004 –

Updates: Isolation & Quarantine Criteria, page 14
Return Model Schedules, page 27

Dear Students and Parents of the Dr. Howard Fuller Collegiate Academy,

We are not sure if the worst of the COVID-19 pandemic is behind us, but we do know that our scholars cannot afford to lose any more time in school.

We know that HFCA scholars, like those across the city and country, have experienced higher rates of course failure, school absenteeism, and depression putting them at increased risk for dropping out or not achieving their lifetime goals.

For example, national studies have determined that our scholars' projected lifetime income has been decreased by 20-40% for every three months out of school, that the Class of 2024 would experience the greatest decline in adult outcomes, and that girls will experience deeper declines in adult outcomes than boys (Blagg 2020).

This is simply unacceptable.

For that reason, we will open at full capacity this fall with face-to-face instruction and be very vigilant in following our Health and Safety Plan.

The Center for Disease Control and Prevention and the Milwaukee Health Department have recommended the return to face-to-face instruction by continuing to follow mitigation strategies:

- Socially distancing,
- Masking,
- Frequently washing hands,
- Staying home when sick,
- Getting tested when symptoms appear, and
- Getting vaccinated.

As usual, we will continue to follow these mitigation strategies while adding a testing procedure. Our COVID testing health partner is >>>>. If you want more information about our Health and Safety Plan, please attend our monthly parent meetings, look out for updates in my weekly emails to parents, or drop me a note or give me a call at j.parker@howardfullerca.org.

We have all missed being in school. The way we stay together in school is by practicing healthy habits inside and outside of school including at home, when gathering with friends and family, and at work.

Sincerely,

Judith Parker
Principal

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What is Coronavirus-19 and how is it spread?

According to the Center for Disease Control, “there are many types of human coronaviruses including some that commonly cause mild upper-respiratory tract illnesses. COVID-19 is a new disease, caused by a novel (or new) coronavirus that has not previously been seen in humans.o

What is the Delta Variant of COVID-19

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another.

From [Yale Medicine](#):

A major concern right now is Delta, a highly contagious virus strain, which has swept rapidly through India and Great Britain. The first Delta case in the United States was diagnosed in March and it is now the dominant strain in the U.S. [Inci Yildirim, MD, PhD](#), a Yale Medicine pediatric infectious diseases specialist notes, “All viruses evolve over time and undergo changes as they spread and replicate,” she says.

From what we know so far, people who are fully vaccinated against the coronavirus appear to have protection against Delta, but anyone who is unvaccinated and not practicing preventive strategies is at risk for infection by the new variant, the doctors say.

5 things to know about the Delta Variant:

1. It is more contagious than other virus strains.
2. Unvaccinated people are at risk.
3. Outbreaks can be worse and take root in areas with low vaccinations.
4. There is still more to learn about the Delta variant -- it's impact on breakthrough infections by the vaccination for starters
5. Vaccination is the best protection against the Delta variant

The Dr. Howard Fuller Collegiate Academy has aligned our safety procedures to the CDC's recommendations in order to support individuals' efforts to remain healthy.

The City of Milwaukee Health Department encourages all of us to **Stop COVID-19 spread, including the Delata variant, by:**

- Staying home when sick
- Washing your hands and surfaces often
- Keeping 6 feet or more away from others in public spaces
- Covering your nose/mouth with mask/cloth

The Health Department recommends that you call your doctor or call 2-1-1 if you think you have been exposed to COVID-19 and develop a fever and symptoms, such as

- **cough,**
- **fever,**
- **loss of taste or smell or**

- **difficulty breathing.**

Tell them about your symptoms and your exposure. They will decide whether you need to be tested. Consult your health care provider for any other symptoms that are severe or concerning.

What to do if your Child tests positive or is in close contact with someone who does

Parents, please contact Judith Parker, Principal, at j.parker@howardfullerca.org or 773-663-5471 (cell) if your child tests positive for COVID or if they have been exposed to someone who has. Your child's positive result will not be shared.

HFCA's COVID-19 Vaccine Policy

HFCA believes in the science of the COVID-19 vaccines and recognizes it as a way to ensure the long-term health and safety of communities. HFCA requires that every child is immunized from childhood infections and diseases that are a part of the state of Wisconsin's standard vaccination protocols, but it does not require students to have the COVID-19 vaccine. HFCA does require that employees be vaccinated according to federal and state laws, but it does not require COVID-19 vaccination of its employees as a condition of employment and will not divulge to anyone whether a staff member has been vaccinated or not.

Required Immunizations

Wisconsin law requires immunizations for all school children. All immunization records must be completed by September 1st. The following immunizations must be completed for high school:

- 4 DTP/DTaP/DT/Td
- 1 Tdap
- 4 Polio
- 3 Hep B
- 2 MMR
- 2 Var

All individuals, regardless of vaccination status, will be expected to follow our mitigation strategies daily. Individuals who present to school with symptoms or who have been in close contact with someone who has tested positive for COVID-19 will be required to take a COVID-test in order to attend class or work.

Key Things to Know About COVID-19 Vaccines

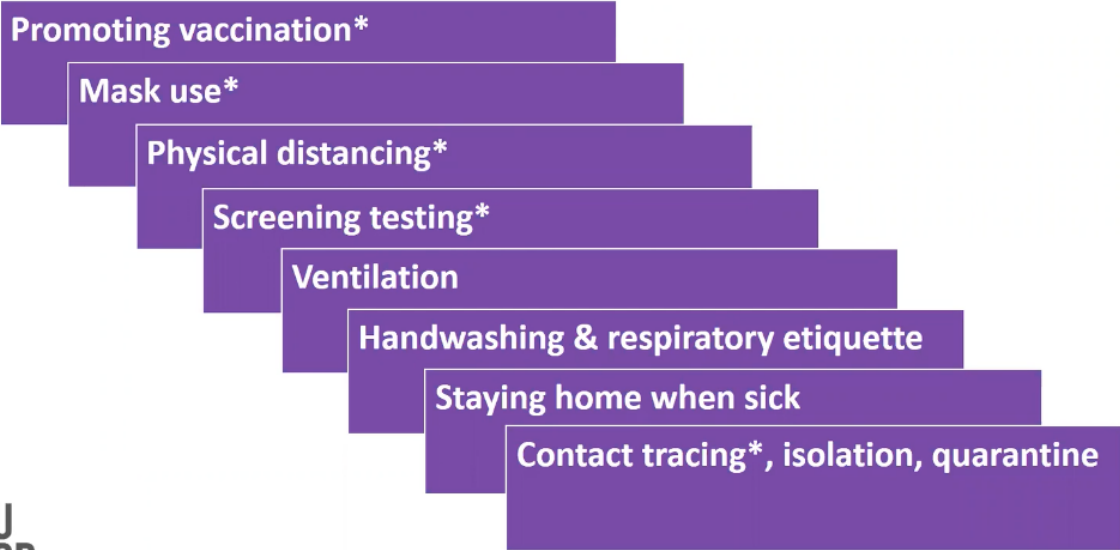
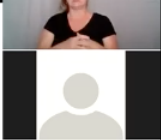
COVID-19 vaccines are effective at keeping you from getting COVID-19, especially severe illness and death. COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19. If you are fully vaccinated, you can resume activities that you did before the pandemic.

COVID-19 vaccines are safe and effective. From the [CDC](https://www.cdc.gov):

- COVID-19 vaccines were developed using science that has been around for decades.
- COVID-19 vaccines are not experimental. They went through all the required stages of clinical trials. Extensive testing and monitoring have shown that these vaccines are safe and effective.

- COVID-19 vaccines have received and continue to undergo the most intensive safety monitoring in U.S. history. [Learn more about how federal partners are ensuring COVID-19 vaccines work.](#)
- COVID 19-vaccines are effective. They can keep you from getting and spreading the virus that causes COVID-19. [Learn more about the different COVID-19 vaccines.](#)
- COVID-19 vaccines also help keep you from getting seriously ill even if you do get COVID-19.
- Getting vaccinated yourself may also protect people around you, [particularly people at increased risk for severe illness from COVID-19.](#)
- [After you are fully vaccinated for COVID-19,](#) you can resume many activities that you did before the pandemic. You can resume activities without wearing a mask or staying 6 feet apart, except where required by federal, state, local, tribal, or territorial laws, rules, and regulations, including local business and workplace guidance.

Layered Prevention Measures



*Significant updates in latest guidance

Because we are located in an area that has a high infection rate and low vaccination rate, we will continue to wear masks in school as a requirement.

Summary of HFCA Mitigation Plan

All students, staff and visitors:

1. Will be required to check in before entering the school. This will include taking one's temperature and not entering the school if one has a temperature.
2. Will be required to take a COVID-19 test at the school or other health facility to rule out infection of COVID-19 when symptoms are present.
3. Will be required to take a COVID-19 test before any assemblies, field trips or special events.
4. Will wear masks throughout the school day. Individuals are expected to wash their personal masks daily or to wear a paper mask issued by the school.
5. Will keep their distance (3 feet among students, 6 feet apart among adults in classroom and office settings; 6 feet for all individuals in assemblies).
6. Will wash their hands regularly with soap and water or hand sanitizer (with a 95% alcohol base)
7. Will not enter the school if they are sick.
8. Will be notified by School Administration if they have come in close contact with someone who has tested positive for COVID-19.

COVID-19 Testing in School

We will be implementing a COVID-19 testing system within HFCA. Students will only be tested with official consent of a parent or guardian given. Students who are 18 years and 6 months will be able to provide consent for themselves. The benefits of testing as reported from the Department of Health Services follows:

- Testing helps reduce community spread and keeps schools operating safely. Testing individuals who are symptomatic and close contacts helps enable rapid detection of cases to reduce or prevent school outbreaks. A routine screening testing program, which regularly tests people without symptoms or known exposures, is a crucial tool to reduce “silent” spread of the virus. According to the CDC, at least 50% of infections are likely contracted from someone that is asymptomatic (showing no symptoms) or pre-symptomatic (not currently showing symptoms but may develop them in the future). Testing also helps protect children who are not yet eligible to be vaccinated and helps determine when fully vaccinated individuals with COVID-19 symptoms can return to school.
- Testing in schools helps ensure convenient and equitable access. Schools can help make testing a trusted, convenient, and reliable part of the community on a schedule that works for kids, teachers, staff and their families without requiring extra appointments or transportation.
- Testing increases confidence in schools’ ability to provide healthy, safe learning environments. Students, parents/guardians, teachers, and staff may be anxious about in-person learning without knowing whether they may be exposed to infection by others in the school community. Strong testing programs with regular and transparent data sharing can help build confidence in school safety.

General Information

This 2021-2022 Health and Safety Plan has been updated from the 2019-2020 version.

School Site and Contact Information

Dr. Howard Fuller Collegiate Academy

4030 N. 29th Street, Milwaukee 53216

Principal: Judith Parker

Phone: 414-873-4014

Email: j.parker@howardfullerca.org

District or Organization COVID-19 Coordinator: Judith Parker

School COVID-19 Coordinator Name: Judith Parker

Phone Number: 414-873-4014 / 773-663-5471

Email: j.parker@howardfullerca.org

Mission and Vision

Dr. Howard Fuller Collegiate Academy's mission is to nurture scholars capable of transforming their world, by sending them to and through college.

Dr. Howard Fuller Collegiate Academy's vision is to produce responsible leaders through academic mastery, community focused education and the fostering of lifelong learning in any environment.

Occupancy - update

Total Teachers & Staff: 47

Vendors/Contractors: 4

- Facility Maintenance (3)
- Communications (1)

Enrollment: 340 students

9th: 92

10th: 92

11th: 79

12th: 77

Grade Levels: 9-12

School Occupancy Limit: 375

Hours of Operation - update

School Hours: 7:55 a.m. - 4:30 p.m.

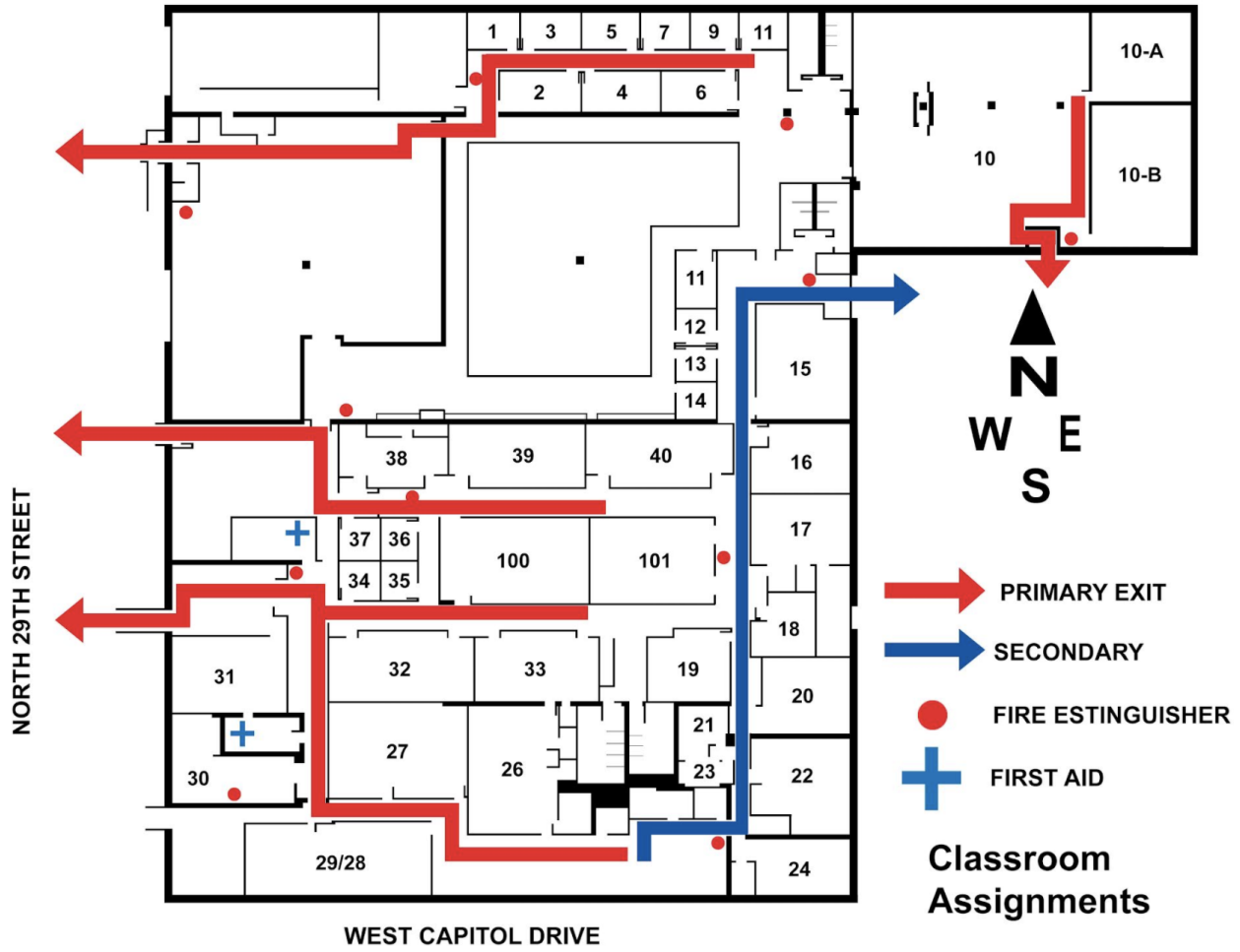
Extended Hours of Operation: 4:30 p.m. - 5:55 p.m.

A copy of the 2021-2022 school calendar is included

Building Specifications

The Dr. Howard Fuller Collegiate Academy is a single-story, single-site 9-12 school located at 4030 N. 29th Street. Today, there are 15 classrooms. Classroom seating will return to normal with appropriate mask wearing and access to frequent hand sanitation and hand washing. There will be limited small group or partner work (2-5 people) in classrooms.

Diagram A: School Layout with Emergency Exits



Community Coordination and Response to Confirmed or Suspected Cases of Covid

School COVID Communication Coordinator: Judith Parker, Principal, j.parker@howardfullerca.org, 773-663-5471

School COVID Compliance Manager: LaShon Smith, Compliance Manager, l.smith@howardfullerca.org

School-to-Milwaukee Health Department (MHD) Communication

The Covid Coordinator will contact the Milwaukee Health Department to share all details about any positive case or outbreak found within the school and will inform the department of the steps the school is taking to: A) Notify students, staff and families, B) Close the school for deep cleaning; and C) Require quarantining by any individual or groups. The Covid Coordinator will engage in contact tracing at the school site in coordination with the Milwaukee Health Department, students, families and staff and only individuals who consent to contact tracing will be permitted inside of the school building.

The school will consult with the MHD to determine if it is safe to hold parent meetings, special events, and sport contests and the extent to which social distancing and occupancy restrictions need to be followed. The school will contact the MHD to obtain PPE in emergency situations.

Self Identification

Parents of students and staff are asked to monitor the health and to complete the self-reporting tool each day before entering the school by accessing the app located on our web-page. Students can also complete it with health screeners posted at the entrances of the school each morning and in the main office.

“Screening Positive” and Sick Individuals

- Screening at Entry When an individual screens positive, presents with suspected COVID-19 symptoms or becomes ill during the school day, said individual will be placed in an isolated waiting area (located in enclosed space behind the main office--primary--and room 32--secondary) until a relative can pick them up.
- HFCA will be testing students using a rapid test through a testing company. Testing will take place weekly and prior to events (athletics, dances, large gatherings). Only students and staff who test will be able to attend functions.

Community Spread and Emergency Closures

All HFCA families and staff will receive weekly updates about infections and mitigation compliance. Whenever there is an infection, the parents and staff of affected students will be contacted first, followed by the remaining student body. Individuals who have been in close contact with someone who has tested positive and individuals who test positive will be handled on a case-by-case basis.

COVID emergency closures will be handled the way emergency closures are determined for weather, power, or safety. School closure for COVID will be announced if the Milwaukee Health Department recommends it based on community spread, infection outbreak, or the need to conduct a deep cleaning.

The decision about whether to close the school will be made no later than 6:00 a.m. the day of school if not before. When a decision is made to close school, we will notify parents and scholars through various channels:

- All parents/guardians will receive a phone message so please make sure we stay up-to-date on your email and phone numbers.
- We will receive an email message to all families.
- The school closing notice will be posted on the school website at www.howardfullerca.org, on our Facebook page, Instagram and on Twitter.
- The local media will also be contacted. Please keep in mind that even when a decision is made at an early hour, it may take time for the media to announce the closing. Therefore, this should be your last resource to check if the school has been closed or not.

If deemed appropriate to close schools before the end of the school day, we will attempt to call all parents and/or guardians using the Blackboard system or at work to notify them of the early dismissal.

If school must be closed for more than two days due to inclement weather, the school will follow virtual learning instruction.

Isolation and Quarantine Scenarios

Exposure	Vaccinated	Unvaccinated
COVID-positive person in the home	Quarantine at home 10 days; Attends school virtually	Quarantine at home Attends school virtually Can return after: 10 days after COVID-positive person no longer experiences symptoms.
COVID-positive Close Contact <i>Close contact is defined as 15 minutes over a 24-hour period</i>	Quarantine at home for 5 days. Attends school virtually. Can return on day 6 after a negative COVID test or after 10 days without a test.	Quarantine at home; Attends school virtually Can return after: 10 days and a negative test or 14 days without a test.
Tests positive for COVID	<u>Isolate</u> at home 10 days 48 hours without symptoms Doctor’s approval to return Negative COVID test	Isolate at home 14 days 48 hours without symptoms Doctor’s approval to return Negative COVID test
Uncertain but experiencing		

<p>COVID-19 symptoms:</p> <ul style="list-style-type: none"> ● fever or chills; ● cough; ● shortness of breath; ● fatigue; ● muscle and body aches; ● headache; ● new loss of taste or smell; ● sore throat; ● congestion or runny nose; ● nausea or vomiting; diarrhea 	<p>Stay home until you are not experiencing symptoms for 24 hours.</p>	<p>Stay home until you are not experiencing symptoms for 48 hours.</p>
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Communication Plan

School-to-Students, Parents, and Staff Communication

The COVID-Coordinator will notify parents, students, and staff whenever individuals with positive diagnosis have attended school and have been in close proximity to others for 15 minutes or more over a 24-hour period. Students and staff who may need to quarantine will be informed first. The Milwaukee Health Department (MHD) will be contacted next. The entire school community who were not directly affected will be notified after MHD.

Details about whether the school will be closed and for how long the school will be closed will be shared at that time. **The identities of those who have been diagnosed with COVID or who have COVID symptoms will not be shared to protect all students' and staff's right to privacy.**

When an outbreak occurs or a student with symptoms attends classes and has to be sent home due to an undiagnosed illness, communication between HFCA and home will include the following methods, listed in order from the form we will use most frequently to less frequently:

1. Email
2. Phone Calls individual and robo-call
3. Infinite Campus* (When school closure is necessary)
4. HFCA Web Page (When school closure is necessary)
5. HFCA Facebook Page (When school closure is necessary)
6. Public news stations (emergency closures) (When school closure is necessary)

Parents must update HFCA whenever a phone number, address, or email changes. Parents can do this by emailing one of the following people:

- Principal Judith Parker at j.parker@howardfullerca.org,
- Ms. Smith at l.smith@howardfullerca.org, Compliance Manager
- Ms. Hightower at S.Hightower@howardfullerca.org, Office Coordinator
- Mr. Butler at a.butler@howardfullerca.org, Parent Liaison

Parents who want to be able to receive auto-notifications are encouraged to:

- Download the HFCA Infinite Campus and REMIND applications.
- Like us on Facebook for ongoing updates about good news from the school.
- Learn the name of your child's mentor and store the Mentor's contact information in your phone.

If an emergency closure is necessary, this information will also be shared with WISN-12 and TMJ-4.

In regards to staff communication, there will also be a **Cautionary Entry List** naming individuals who are not able to enter the school building without a negative COVID test, being without COVID symptoms for 10 days, and being free of any other illness symptoms for 3 days. Individuals who self-identify or who do not pass the initial screening will be added to this list. The list will be provided during Morning Circle.

The Compliance Manager, Ms. Smith, will monitor the halls and observe classrooms daily to ensure compliance to all health and safety protocols. The Compliance Manager will document findings and communicate results with feedback to students, staff and families. Both the principal and the school Compliance Manager, Ms. Smith, should be notified immediately if any teacher, student, or community member becomes aware that the policy is not being followed.

Foundational Safety Measures, Training and Monitoring

All staff, students and parents will be oriented to social distance policies in the following ways:

- Staff: Professional Development, Morning Check Ins, Feedback on Process, 1:1 conversations
- Students: Orientation Session, videos, posted signage, whole-group and 1:1 adult supervision with feedback
- Parents: Parent Meeting, weekly email updates with feedback
- Visitors: Signage

Foundational Safety Measures

The essential safety measures have been articulated in this plan and in the Family Handbook. Our five key mitigation strategies are:

1. Health screenings at entry
2. Staying home when sick
3. Frequently washing hands
4. Socially distancing
5. Wearing a mask
6. Regular school-wide COVID testing

7. Daily monitoring and reporting of compliance.
8. Occupant on-boarding of health and safety protocols
9. Offering virtual options whenever possible
10. Limiting occupancy in restrooms
11. Isolating sick students
12. Limiting visitors and requiring all visitors to register, wear a mask and limit time spent in the building

Quick Reference Guide: HFCA’s CDC-Aligned Policies and Procedures

CDC Recommends	HFCA’s Policies and Procedures
<p>WASHING HANDS often with soap and water for at least 20 seconds, or if soap and water are not readily available, using a hand sanitizer with at least 60% alcohol especially:</p> <p>Before:</p> <ul style="list-style-type: none"> • Eating Or Preparing Food; • Touching Your Face; <p>and After:</p> <ul style="list-style-type: none"> • Blowing Your Nose, Coughing Or Sneezing; • Being In A Public Place; • Taking Off Your Face Covering; • Caring For A Sick Person; • Petting/Touching An Animal; And • Using The Restroom Or Changing A Diaper. 	<p>HFCA provides:</p> <ul style="list-style-type: none"> • Hand sanitizer stations (that contain at least 60% alcohol) at the school’s entrance, common areas (including lockers and hallways), eating areas, bathrooms, offices, and classrooms; • Restrooms with touchless faucets, urinals, soap and air dryers; • Proper handwashing demonstrations via videos and step-by-step posters; • Disposable wipes for desks, workstations and equipment; • Hygiene reminders by staff to students and colleagues during school entry, transition times, breaks, meal times, and dismissal; • Access to handwashing and hand sanitizer before and after meals; and • Tissue in classrooms. • There will also be a Cautionary Entry List naming individuals who are not able to enter the school building without a positive COVID test, being without COVID symptoms for 10 days, and being free of any other illness symptoms for 3 days.
<p>COVER YOUR MOUTH AND NOSE with a cloth face covering (mask) when around others</p>	<p>HFCA requires:</p> <ul style="list-style-type: none"> • All students, staff, and visitors wear face masks (fabric coverings clean and in good condition that cover the nose and mouth) while indoors or in the presence of others while continuing to social distance. • Individuals with asthma can wear a face shield as Personal Protective Equipment and take intermittent breaks from wearing the mask directly over both the

Continued

COVER YOUR MOUTH AND NOSE with a cloth face covering (mask) when around others

nose and mouth.

- All students comply with the face covering expectations and will provide each scholar with 2 cloth masks -- one each semester. Scholars are expected to wash their masks after each day and bring them to school with them.
- Individuals follow expectations for face coverings without exception. The Equal Employment Opportunity Commission (EEOC) has said an individual with COVID-19 poses a “direct threat” to the safety of others and the CDC states that cloth face coverings are meant to protect others in case the wearer is unknowingly infected with the virus. Therefore, an individual that refuses to wear a mask in violation of the policy is engaged in behavior that poses a potential health risk to students and staff and will be prohibited from being in the school (including suspension) and restricted to virtual learning (Pursuant to Wis. Stat. 120.13 (1) (b)).
- Additionally, any individual who intentionally coughs, sneezes, breathes on another person, whether in jest or with malicious intent, will be banned immediately from the Dr. Howard Fuller Collegiate Academy school building and may face additional consequences including expulsion (student) or termination (employee).

CLEAN and DISINFECT frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.

HFCA will:

- Clean and disinfect frequently-touched surfaces (tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, lockers, toilets, faucets, sinks, offices in which students visit, and other frequently visited spaces) daily using COVID-19 recommended cleansers and disinfectants
- Post reminders and make reminder announcements throughout the day about hand-washing, face covering, symptom reporting, and social distancing.

MONITOR YOUR HEALTH DAILY by being alert for symptoms:

HFCA will:

- Fever or chills

- Conduct daily temperature checks and use health questionnaires upon entry for every student, staff member and visitor (of longer than 10 minutes);
- Test anyone who arrives with any of the COVID-19

- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

warning symptoms. Upon arrival, he or she will be isolated inside of designated isolation offices until a test can be administered or a family member can come and pick him/her up.

- Require the following individuals to quarantine at home until they can produce a negative COVID antigen test or are symptom free for 48 hours:
 - Anyone sent home because they have shown COVID symptoms;
 - Anyone who has been exposed to a COVID-positive person through direct contact or who lives with someone who has COVID (even if they are asymptomatic)

STUDENT/STAFF BECOMES ILL DURING THE SCHOOL DAY

- Student will be removed from class and taken to Recovery Room (Principal's office)
- The sick student will be escorted by an administrator to the restroom first clearing the restroom of other students.
- Other students/staff in that area will be removed from the area and put in a different classroom. Students who wish to go home will be able to call home and go home.
- The Compliance Manager will put a "CLEANING NEEDED" sign on the doors of any rooms where the sick student was including the bathroom if the student stopped there.
- The Office Coordinator will call the sick student's parent to arrange a curbside pick up of the student.
- The Principal/Covid Coordinator will check the temperature and wait with the student until someone arrives. The Principal/Covid Coordinator will remove the student's belongings from his/her locker.
- When the student is picked up the student will leave from the emergency door in that area and the parent picking up the student will sign them out without entering the building.
- The Principal will put a "CLEANING NEEDED" Sign on the remaining spaces.
- The Principal will communicate with staff, students, and parents via email what happened and whether the incident triggered any further actions including quarantine or school closure.
- The student's name will be added to the Cautionary Entry list along with the date re-entry would be allowed.

	<ul style="list-style-type: none"> • The Principal will communicate with the sick student’s family to determine next steps and the date the student is able to re-enter school. • If and when the Principal hears there was a positive COVID diagnosis, she will contact the Health Department and follow the health department’s recommendations.
<p>BRINGING BACK EMPLOYEES WHOSE PHYSICAL PRESENCE IS NECESSARY</p>	<p>The HFCA workplace will include the following expectations:</p> <p>HFCA’s employees (teachers and staff) whose physical presence is not essential to the operation of the school will work remotely during times of 100% virtual learning.</p> <p>All staff will engage in temperature screenings and health questionnaires upon entry.</p> <p>Staff who are exhibiting any of the symptoms but are well enough to engage in instructional activities will telework.</p> <p>When the school is reopened for face-to-face instruction, teachers and staff will balance their time between home and school (part-time work from school building, part-time work remotely) to maintain healthy social distance norms.</p>
<p>POSITIVE TEST RESPONSE policy to outline the steps the organization will take when a member of the community has tested positive for COVID-19.</p>	<p>If a student or staff member tests POSITIVE for COVID-19, HFCA will:</p> <ul style="list-style-type: none"> • Contact the Milwaukee Health Department to inform MHD of the nature of the positive case and to follow any protocols MHD advises; • Email Staff; • Send notice via EMAIL and Blackboard Connect to all parents to inform them of the positive test result; • Maintain a list for the Milwaukee Health Department while honoring the Federally Education Right To Privacy ACT. No student who has received a positive test result will have their name shared publicly, except to the Milwaukee Health Department. The Principal and Assistant Principal will be only staff informed of the identity of the positive diagnosis; • Sanitize and disinfect the entire school area paying special attention to the areas that the person with the

positive test came in contact with;

- Depending upon if the individual went past the main office and into common areas, bathrooms and classrooms, HFCA will close the school for a 14-day quarantine for the entire community and resume virtual learning; and
- In order to return, require the individual with a positive COVID-19 test to quarantine according to Isolation & Quarantine Criteria (page 14)

Guidelines: Should I Self Quarantine and How Do I Return to School?

Description of Exposure to COVID-19	You Can Return to School, If:
I tested positive but I have no symptoms	<p>All must be true:</p> <ul style="list-style-type: none">• At least 15 days since symptoms first appeared and you continue to have no symptoms• At least 48 hours with no fever without fever-reducing medication and symptoms have improved• You have been tested to see if you still have COVID-19 and the test is negative.• If you are tested, you can be around others when you have no fever, respiratory symptoms have improved, and you receive two negative test results in a row, at least 48 hours apart.

I have a weakened immune system due to a health condition or medication. When can I be around others?

People with conditions that weaken their immune system might need to stay home long-term. Contact one of the following administrators to discuss your options.

- Judith Parker, j.parker@howardfullerca.org, Principal
- Philip Smith, p.smith@howardfullerca.org, Assistant Principal,
- Kasey Herd, k.herd@howardfullerca.org, Dean of School Culture
- Michelle Tworek, m.tworek@howardfullerca.org, Special Education Lead Teacher

Immune system conditions that the CDC considers immunocompromised are:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes

From the CDC --

COVID-19 is a new disease. Currently there is limited data and information about the impact of underlying medical conditions and whether they increase the risk for severe illness from COVID-19. Based on what we know at this time, people with the following conditions might be at an increased risk for severe illness from COVID-19:

- Asthma (moderate to severe)
- Cerebrovascular disease (affects blood vessels and blood supply to the brain)
- Cystic fibrosis

Continued

I have a weakened immune system due to a health condition or medication. When can I be around others?

- Hypertension or high blood pressure
- Immunocompromised state (weakened immune system from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines).
- Neurologic conditions, such as dementia
- Liver disease
- Pregnancy
- Pulmonary fibrosis (having damaged or scarred lung tissues)
- Smoking
- Thalassemia (type of blood disorder)
- Type 1 diabetes mellitus

For Anyone Who Has Been Around a Person with COVID-19

It is important to remember that anyone who has close contact with someone with COVID-19 should stay home for 15 days after exposure based on the time it takes to develop illness.

Employees of HFCA should refer to the policy on returning to work during Covid (Attachment E).

Social Emotional Supports

This is what I'm experiencing	This is who I can contact
<p>It is normal to have a range of feelings during this pandemic. If you are feeling any of the following feelings for more than one day, please reach out to one of our counselors:</p> <p><i>I feel sad and alone. I have too many responsibilities or I feel like I'm alone too much. I'm frustrated and angry at people or processes. Everything ticks me off.</i></p> <p><i>Silence and violence. I am beyond angry. Now I just want to lash out and hurt someone. I don't care to follow anyone's rules, even my parents. I'm shutting down and won't participate in school or home.</i></p> <p><i>I'm overwhelmed. I want to give up on school.</i></p>	<ul style="list-style-type: none"> ● Sharon Lloyd, 10th grade / 12th Grade counselor, s.lloyd@howardfullerca.org, ● Hannah Cohen, 9th grade/ 12th grade counselor, h.cohen@howardfullerca.org ● Aiesha Jackson, 11th grade / 12th grade counselor, a.jackson@howardfullerca.org <p>You can also submit a counseling ticket on our website, www.howardfullerca.org</p>
<p>I am thinking about having sex or I might be pregnant.</p>	<p>Planned Parenthood 5380 W Fond Du Lac Ave Milwaukee, WI 53216 414-536-6690</p> <p>*There are additional Milwaukee locations available.</p>
<p>I've had unprotected sex and I think I'm sick from this.</p>	<p>Planned Parenthood 5380 W Fond Du Lac Ave Milwaukee, WI 53216 414-536-6690</p> <p>*There are additional Milwaukee locations available.</p>
<p>Someone has hurt me physically or sexually.</p>	<p>If the abuse is happening now or is violent in nature, call 911.</p> <p>Division of Milwaukee Child Protective Services Administration Office and Access 635 North 26th Street Milwaukee, WI 53233</p> <p>To report child abuse/neglect: 414-220-SAFE (7233) After hours number: 414-220-SAFE (7233)</p>

<p>There is no electricity or heat in my home.</p>	<p>WE Energies Residential Customer Service 800-242-9137 (24 hours a day) OR</p> <p>Department of Health and Human Services: Energy Assistance</p> <p>Call to schedule appointment: 414-270-4-MKE If you're a qualified Energy Assistance client, and your furnace, boiler or other heating system quits during our heating season (October 1-May 15), dial 211 at any time, 24-hours-per-day, 7-days-per-week</p>
<p>There is no running water in our home.</p>	<p>Milwaukee Water Works Zeidler Municipal Building, 841 N. Broadway, Room 406 Milwaukee, WI 53202 Monday-Friday, 8am-4:30pm 414-286-2830 24 Hour Control Center - 414-286-3710</p>
<p>There is no Internet connection in our home.</p>	<p>Submit a Technology Help Desk Ticket on our website, www.howardfullerca.org</p>
<p>I'm living with domestic violence and I want help.</p>	<p>Sojourner Truth Peace Center 619 W. Walnut Street Milwaukee, WI 53212 24-hour hotline & crisis shelter: Available 24/7 (414) 933-2722 Office hours: Monday - Thursday, 8 a.m. - 7 p.m. Friday 8 a.m. - 5 p.m.</p>
<p>We are running out of food.</p>	<p>Hunger Task Force 201 S. Hawley Court Milwaukee, WI 53214 (414) 777-0483 Send a specific inquiry to info@hungertaskforce.org</p> <p>https://www.hungertaskforce.org/what-we-do/get-help-now-covid-19/</p>
<p>I have a family member struggling from addiction and is becoming a danger to himself or herself or others.</p>	<p>Milwaukee Comprehensive Treatment Centers Phone: (855) 409-7732 Website: https://www.milwaukeeectc.com/location/</p>

Virtual Learning Schedule

HFCA will return to full in-person learning during the 2021-2022 school year and will offer a virtual option for students with medical needs. Medical need is defined as medical-related reasons including: chronic illnesses, COVID symptoms, COVID exposure, COVID diagnosis or family members experiencing any of these. Special consideration will be given to families with vulnerable individuals living inside the home.

100% Virtual Schedule

This schedule will be followed when the entire school has to quarantine.

Time	Class
8:00 a.m. - 8:55 a.m.	Block 1
9:00 a.m. - 9:55 a.m.	Block 2
10:00 a.m. - 10:55 a.m.	Block 3
11:00 a.m. - 11:55 a.m.	Block 4
11:57 a.m. - 12:15 p.m.	Morning Meeting (Tuesday: 9th; Wednesday 10th; Thursday 11th; Friday 12th)
12:15 - 1 p.m.	Lunch
1:00 p.m. - 2:00 p.m.	Office hours - teacher has office hours once a week
2:00 - 3:00 p.m.	Mentor check ins - 1 a week with each kid.

75% In Person / 25% At Home and 100% in Person Schedule

The 75% Attendance Model will be followed when the COVID-19 Community transmission rate is high and vaccination levels are low.

Daily Schedule Monday, Tuesday, Thursday and Friday

4 Block Schedule (88 Minutes)	
8:00 a.m.	Morning Bell and Transition to 1st Block
8:05 a.m. - 9:33 a.m.	Block 1
9:36 a.m. - 9:56 a.m. STAY IN BLOCK 1 if not in MM	Morning Meeting by Grade Level / College & Career Prep Time
9:59 a.m. - 11:27 a.m.	Block 2
11:30 a.m. to 11:55 p.m.	Lunch 11/9 / Pride 12/10
11:59 a.m. to 12:24 p.m.	Lunch 12/10 / Pride 11/9
12:28 p.m. to 1:57 p.m.	Block 3 (Announcements at 12:29 p.m.)
2:00 p.m. to 3:28 p.m.	Block 4
3:28 p.m.	11th / 12th Dismissal
3:30 p.m.	9th / 10th Dismissal
3:35 p.m.- 4:26 p.m.	Office Hours
3:45 p.m. to 5:55 p.m.	After School Programming

Wednesday (Early Release) Schedule

57 minute blocks	
8:00 a.m.	Morning Bell and Transition to 1st Block
8:05 a.m. - 9:02 a.m.	Block 1
9:05 a.m. - 9:25 a.m. STAY IN BLOCK 1 if not in MM	Junior Morning Meeting / 9, 11 & 12 “College & Career Prep Time” Wednesday
9:28 a.m. - 10:25 a.m.	Block 2
10:28 a.m. - 11:25 a.m.	Block 3
11:28 a.m. - 12:28 p.m.	Block 4 (Announcements at 12:26 p.m.)
12:28 p.m.	11th / 12th Dismissal
12:30 p.m.	9th / 10th Dismissal
	No Office Hours or After School Programming

50% In Person / 50% At Home

Week of 9/2 - 55 minute classes (no bonus this week) - No pride attendance this week

Time	Class
8:00 a.m. - 8:55 a.m.	Block 1
9:00 a.m. - 9:55 a.m.	Block 2
10:00 a.m. - 10:55 a.m.	Block 3
11:00 a.m. - 11:55 a.m.	Block 4
11:57 a.m. - 12:15 p.m.	Morning Meeting (Tuesday: 9th; Wednesday 10th; Thursday 11th; Friday 12th)
12:15 - 1 p.m.	Lunch
1:00 p.m. - 2:00 p.m.	Office hours - teacher has office hours once a week
2:00 - 3:00 p.m.	Mentor check ins - 1 a week with each kid.

At-home Learning Accommodation via Classroom Webcams

HFCA has provided every student with a Chromebook and a hotspot. For students who must learn remotely, HFCA teachers will deliver instruction as usual in the classroom with a classroom webcam capturing the action of the classroom. Students at home may not receive the same experience as a student attending in person, therefore it is critical for students at home to reach out for specific help and attend office hours.

Special Education Services

Students will continue to receive services during all instructional models. HFCA is following the guidelines from the Department of Public Instruction's Office of Special Education's fact sheet, which communicates advice and directives to ensure that all students receive the support they need. Students and families will continue to meet for Individual Education Plans. Intervention services and time to work on goals and transition plans has also been given dedicated time in the schedule.

School-aged Parents, Unaccompanied Minors and Other At-risk Students

Students who have additional responsibilities caring for themselves or a child (as a parent or proxy parent) will receive additional support including mentoring, counseling, time and technology. Students may receive support of a school-issued cell phone so that he or she can stay in contact with mentors, administrators, and counselors.

Co-teaching and Mentoring

Every classroom has two adults in the classroom: one teacher of record and another staff member. Within the first five minutes of class, a teacher contacts parents to report non-attendance. Grade Levels monitor attendance weekly and identify students whose attendance falls below the 60% threshold each week.

Every student has been assigned a mentor and every mentor has 10 students. The goal of the relationship between the mentor and mentee is to promote good attendance and good grades. Mentors connect with parents once per week to report on progress and advocates with other school adults to secure resources or interventions that his or her mentee needs.

Attendance

Attendance will be taken as normal during live classes. Students who must quarantine at home due to COVID will be considered absent-excused unless he or she attends office hours or submits the day's assignments to the classroom.

Succession Plan

In the unlikely event that key personnel have to be quarantined or become sick and cannot work remotely, the remaining team members will absorb the responsibilities to the best of their collective ability. For teachers, classes will convert to asynchronous learning. Pupil services will fulfill responsibilities for college applications and counseling. Special Education team members will absorb, to the extent possible, the responsibility of delivering services to students with individual education plans. Staff will provide support to other staff roles. The board will determine who will step in for the principal.

Student Participation with External Partners in External Events

Students will be expected to follow the health and safety protocols when on the premises of partner organizations, schools, or at events that are not at the HFCA campus. This includes but is not limited to: college visits, ACT testing, sport contests, College Possible meetings, internships, employment, etc. If no safety protocols are followed during those times and events, we ask that individuals disclose this and be willing to self-quarantine for 10 days if necessary.

Activities	Social Distancing and Personal Health Safety Requirements
After School Activities, Clubs and Sports	<ul style="list-style-type: none">● Temperature Checks and pre-screening● Face Covering and 3-ft apart social distancing required● Encouraging of handwashing● Reporting of anyone presenting with any symptoms to administration and to parents● Written Parent Permission● Logging all attendees daily● No shared water stations and disposable personalized water bottles for players● Meeting health and safety guidelines of the WIAA, partner schools and

	competitors (Sports) <ul style="list-style-type: none"> When community spread is above 7%, spectators may be restricted to immediate family members only.
Field Trips	<ul style="list-style-type: none"> Same Criteria as After School Activities AND Field Trip has Social Distance guidelines in place Field Trip location is not in a Zip Code that has had an increase in positive COVID-19 test results in the past three (3) weeks
Student Transportation (MCTS)	Students are expected to follow all expectations for social distancing whenever they are traveling on the MCTS city bus and any private transportation that HFCA arranges. Carpooling outside of immediate families is discouraged.

Locker Policies

Lockers are HFCA property and students are expected to follow the directions given by HFCA personnel concerning the use of lockers and the protection of personal property. Lockers are assigned to students at the beginning of HFCA year.

As a result of COVID-19 and the need for social distance, lockers are assigned so that students are spaced 6-ft apart from other students based on the schedule. Students are responsible for their assigned locker and its content. **Students will be assigned individual lockers and, because of health concerns, must not share their locker combinations or a locker with other students.**

Passing Periods

Passing periods have been reduced from 4 minutes to 3 minutes to limit the amount of unstructured mingling. Students are not allowed to visit lockers after they have been wiped down until lunch. Students who need to go to their lockers for any emergency reason must be escorted by an adult so that we can ensure that the area is wiped down again. Furniture has been removed from common seating areas to discourage the congregation of individuals.

Restroom Use

Adult Teachers and Staff will be in hallways to monitor that restrooms follow social distance guidelines. The number of students who are allowed in, for any reason (ex: mirror vs toilet) will be restricted to a 50% capacity. Restrooms will be wiped down after each passing period.

Eating and Preparation of Food

HFCA's foodservice and nutrition program is delivered by MCFI. MCFI meets state and federal guidelines for food safety and COVID-19. Students and staff are permitted to bring their own food, however they are prohibited from sharing eating utensils, beverage containers or other personal articles that can transmit COVID-19 virus particles.

Nutrition Service

Families will be able to pick up breakfast and lunch five days a week. Students who eat on the premises will eat at their desks or in the Union in assigned socially-distant seating in which students are seated in

every other seat and not directly across from one another. Eating surfaces must be cleaned by the user before and after eating.

Staff areas include a communal sink, refrigerator and microwave. These are used at one's own risk. If they are used, please wipe down surfaces before and after your personal use. Refrigerators and microwaves can not be housed in classrooms and offices.

Meeting Areas and Offices

Anyone who enters an office or meeting area should wipe down their workspace or seating area using the disinfectant wipes and sprays before and after their meeting. Because many meetings need to be held face to face, out of an abundance of caution, individuals who must meet in person must choose spaces that have a social distancing capacity that is at least 3 times the number of people planning to meet.

Cell Phones and Electronic Devices

For the sake of the learning environment, HFCA will resume collecting cell phones at the start of the day and returning them at the end of the day. Cell phones will be stored in envelopes. Any cell phone or electronic device found in a student's possession will be confiscated. **A phone or electronic device will not be returned to the student.** If a phone or electronic device is confiscated from a student, parents/guardians must schedule an appointment to pick up the device. If a device is confiscated from a student a second time, it **will not be returned until the end of the academic year or it can be returned by paying a \$25 penalty for each subsequent occurrence.**

Consent to Participate in Contact Tracing is Required

Additionally, all students and staff who are present for face-to-face instruction must agree to participate in contact tracing, if or when that becomes necessary. Because of the rapid rate in which COVID-19 spreads, we will close the school for 15 consecutive days if one person is diagnosed with COVID-19 and attended classes or worked in the school within the 48 hours of the individual's test date.

If there is a COVID-19 outbreak, all families will be informed of our need to close the school using all methods outlined in the school communication plan.

Contact Tracing Procedures

Dr. Howard Fuller Collegiate Academy will follow the CDC's recommendations when conducting contact tracing. In accordance with the CDC's terminology, HFCA defines the terms and the process related to contact tracing as follows.

Definitions:

Close contact in terms of COVID 19 is defined by CDC as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

Case investigation is the process of working with a person (patient) who has been diagnosed with COVID-19 to discuss their test result or diagnosis, assess their symptom history and health status, and provide instructions and support for self-isolation and symptom monitoring. This interaction is the first step to review the activity history of the person diagnosed with COVID-19, while infectious, and identify people (contacts) who may have been exposed to COVID-19.

Contact tracing is the process of notifying people (contacts) of their potential exposure to SARS-CoV-2, the virus that causes COVID-19, provide information about the virus, and discuss their symptom history and other relevant health information. In addition, instructions for self-quarantine and monitoring for symptoms, and support and referrals to testing, clinical services, and other essential support services are provided, as indicated.

The case investigation and contact tracing processes help to prevent further transmission of disease by separating people who have (or may have) an infectious disease from people who do not. Prompt identification, voluntary self-quarantine, and monitoring of those contacts exposed to SARS-CoV-2 can [effectively break the chain of transmission and prevent further spread of the virus in a community](#).

The CDC defines close contact as being within 6 feet of a person diagnosed with COVID-19, for a total of 15 minutes or more. More information to inform the determination of exposure risk can be found, on [CDC's Public Health Guidance for Community-Related Exposure](#).

osure risk can be found, on [CDC's Public Health Guidance for Community-Related Exposure](#).

Internal Tracking of Events

The COVID-Coordinator will conduct an investigation to determine the close contacts for an individual who:

- Test positive for Covid and come in contact with members of the HFCA community;
- Must self-quarantine as the result of being in close contact with people who have tested positive for COVID 19, who have been in close contact with someone who is awaiting results because they have been in close contact with someone who tested positive for COVID 19, and who have traveled to places where the community spread is dangerously out of control.
- All staff and student absences will be tracked throughout the year. Staff and students will be asked to advise if their absence was the result of a COVID-19 close contact.
- HFCA tracks whether absences are due to illness. If absence is due to illness, HFCA monitors symptoms being experienced and whether the students or staff have been asked to isolate following a positive test.
- Students who choose to learn from home because they are not feeling their best will not be penalized for choosing to do so.

Resources Used to Develop Guidelines and Policies

- An Approach for Monitoring and Evaluating Community Mitigation Strategies for COVID-19. (n.d.). Retrieved July 30, 2020, from <https://www.cdc.gov/coronavirus/2019-ncov/php/monitoring-evaluating-community-mitigation-strategies.html>
- Blagg, K. (2020, December). The Effect of COVID-19 Learning Loss on Adult Outcomes Building a Set of Age-Cohort Projections Using. Urban Institute. <https://www.urban.org/sites/default/files/publication/103549/the-effect-of-covid-19-learning-loss-on-adult-outcomes.pdf>
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- Information on COVID-19. (2020, June 29). Retrieved July 30, 2020, from <https://dpi.wi.gov/sspw/2019-novel-coronavirus>
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- Milwaukee Health Department. <https://city.milwaukee.gov/MMFS/Schools>
- Wisconsin Department of Public Instruction. (2020). Retrieved July 30, 2020, from https://dpi.wi.gov/sites/default/files/imce/sspw/pdf/Education_Forward_web.pdf