

Hanger Hall Campus Policies & Procedure Manual

All policies are subject to change at any time and are in place to prevent/reduce the spread of COVID-19.

Facility

Hanger Hall purchased 3 Weatherport Outdoor Tents that will serve as our three classrooms for student use when they are on campus. Students will remain in their respective classroom tents throughout the time that they are on campus. Faculty will transition to various tents for teaching purposes.

We are limiting entry to each building on campus; all visitors should call the office ahead when possible.

Water fountains are taped off, but water filling stations remain open.

Three indoor rooms have been identified as Bear Sighting/Inclement Weather Indoor Retreat Area (one in the lower building, two in the upper building).

We have purchased "air scrubbers" for all three of the indoor classrooms.

Students will be socially distant inside at all times both indoors and outdoors.

We have ensured our ventilation systems operate properly and increase circulation of outdoor air as much as possible without compromising the facility's security.

All staff, students, parents & visitors who enter any building will be required to sign a waiver.



Signage

Every common-use space, hallway, and restroom will have a least one hand-washing sign and reminder to wear your mask sign.

Every staff-use space has infographics describing staff health modifications and what to do if sick.

Signs at entries:

NCDHHS "Coronavirus (COVID-19) Information," in both buildings.

NCDHHS "Know your Ws: WEAR, WAIT, WASH, in both buildings.

Signage indicating where the bottles of hand sanitizer are available.

Foot traffic/directional signs will be posted throughout campus outlining one-way walking directions.



Cleaning & Sanitation

Professional cleaners will clean the campus on Wednesdays and Saturdays and clean with special attention to sanitizing often-touched surfaces, such as door handles, light switches, and bathroom fixtures.

Hanger Hall staff will sanitize regularly throughout the day.

Frequently touched surfaces will be cleaned twice throughout the day (morning and afternoon).

Bathrooms will be cleaned twice a day.

Teaching staff will sanitize often-touched surfaces after use (tables, chairs, counters).

EPA-registered disinfectants that are active against corona viruses are available to staff.

All Staff Guidelines

- » WEAR MASK COVERINGS AT ALL TIMES.
- » Administrative staff may remove masks when alone in their private offices with the door closed.
- » Staff should review the symptoms of COVID-19 (included in the Employee Sickness Screening in the employee handbook): fever* or chills, new cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, headache, nausea or vomiting, diarrhea.
- » Staff are required to read "Returning to Work" and "When You're Sick" fliers before returning to the campus.
- » If an employee's job function allows them to work from home, they are encouraged to do so as much as possible to protect those who must work in the building.
- » Face-to-face meetings and interactions can have no more than 15 people spaced 6 feet apart. Meetings should take place outside whenever possible and in a well-ventilated indoor space when meeting outside is not possible/practical.

Please note:

- » People with COVID-19 report a wide range of symptoms from no symptoms and mild to severe illness. Even people with no or mild symptoms can spread the virus. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

All staff will have their temperature checked and answer the following questions before being admitted to the facility every day:

- » Have you had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19?
- » Has any health department or health care provider been in contact with you and advised you to quarantine?
- » Do you have any of these symptoms: fever, chills, gastrointestinal distress (diarrhea, vomiting, nausea), shortness of breath or difficulty breathing, new cough, new loss of taste or smell?
- » Since you were last at Hanger Hall, have you or have any of your family members dropping off been diagnosed with COVID-19?
- » Employees who cannot pass the health screening are not allowed to return to work until they can answer yes to the required questions listed in "Preparing for When Someone Gets Sick."

Staff and students wash or sanitize their hands

- » Upon entering the building
- » Before and after eating
- » After using the bathroom
- » After blowing noses, coughing, or sneezing or when in contact with bodily fluids
- » At other regular intervals throughout the day



What is close contact?

Per the CDC close contact is "anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated."



*Fever is determined by a measured temperature of 100.4 °F or greater, or feels warm to the touch, or says they have recently felt feverish.

Student Guidelines

- » WEAR A MASK AT ALL TIMES
- » Should limit their interactions with other students from outside their own tents.
- » Other than before school (should a student need to be dropped off between 8:00 am and 8:30 am), students will not be combined into groups other than their classroom groupings.
- » Will social distance within their own classroom and while moving around campus.
- » Will learn age-appropriate strategies for social distancing (ie: personal bubble) for in classroom settings as well as when walking to various locations on campus as a group.
- » Will follow the specifications regarding the number of children allowed at a desk, table or area on campus.
- » Will be asked to sanitize their own belongings upon arrival each day (this includes lunch boxes, water bottles).



Classroom Management

Classroom activities are limited

Classroom furniture, playground equipment, and frequently touched surfaces will be cleaned and sanitized throughout the day

Drop-Off Procedures

Families should limit the drop-off/pick-up person to the same person as much as possible, and this person should not be at high-risk of COVID-19.

Parents drop their children to the front of the lower building:

If more than one parent arrives at a time, they will need to remain in his/her car and/or wait in a line at clearly marked 6-foot Intervals.

The student with a parent will be asked the following questions:

- » Have you or any of the children you are arriving with had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any health department or health care provider been in contact with you and advised you to quarantine?
- » Do you have any of these symptoms: fever, chills, gastrointestinal distress (diarrhea, vomiting, nausea), shortness of breath or difficulty breathing, new cough, new loss of taste or smell?
- » Since you were last at Hanger Hall, have you or a family member been diagnosed with COVID-19?
- » The child's temperature will then be taken and recorded.
- » The child will use hand sanitizer with at least 60% alcohol as they enter the building and/or move her classroom tent.

Pick Up Procedures

Families should limit the drop-off/pick-up person to the same person as much as possible, and this person should not be at high-risk of COVID-19. Parents can pick up students on the lower parking lot and should remain in cars.

An illustration of a parent in a purple suit leaning into the driver's side window of a green car. The car is shown from a side profile.

Early Pick Up Procedures

Parents remain in their cars unless picking up early and signing students out in the front office.

**Please call upon arrival
828.258.3600**

What happens when there is a COVID-19 diagnosis?

Please call Hanger Hall as soon as possible to report a diagnosis.

Hanger Hall will then contact Buncombe County Health and Human Services immediately for recommendations of next steps. Upon receiving direction from BCHHS, we will communicate with our Hanger Hall Community families about our ability to keep school open and in what capacity. Decisions will be made in collaboration with and with guidance from Buncombe County Health and Human Services.

With each positive case, the Buncombe County Health Department will conduct an investigation and notify all families with a child who was in close contact with a person testing positive for COVID-19. If your family is not contacted by the Buncombe County Health Department, your child was not considered to be a close contact. Close contact is defined by the CDC as *"anyone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the person began feeling sick until the time the patient was isolated."*

Important Phone Numbers

Buncombe County Health and Human Services Immunization Clinic

(828) 250-5096

Hanger Hall School for Girls

(828) 258-3600



Scenario #1

Teacher tests positive

If a staff member at Hanger Hall tests positive for COVID-19, it is likely that her students and coworkers will be considered "close contacts." Because of this, classrooms and various groupings will likely be closed for the 14-day quarantine period for close contacts. Cleaning and disinfection will happen during that 14-day period. All protocols and recommendations suggested by Buncombe County Health and Human Services will be followed.

Scenario #2

Other staff tests positive

If an Administrative Team Member tests positive for COVID-19, the Buncombe County Health and Human Services will determine close contacts and those individuals will not be able to enter the Hanger Hall facility during the 14-day quarantine period. In these cases, the facility will likely not need to close down with the exception of a brief period to allow for cleaning and disinfecting.

Scenario #3

Student test positive

If a student at Hanger Hall tests positive for COVID-19, it is likely that the students in her class will be considered close contacts." Because of this, the particular student classroom will likely be closed. All protocols and recommendations suggested by Buncombe County Health and Human Services will be followed.



HANGER HALL

SCHOOL FOR GIRLS

Hanger Hall's Covid-19 Safety Screening Procedures for Attendance

What are the known symptoms of COVID-19?



New loss of taste and/or smell



Fever



Shortness of breath and/or difficulty breathing



Chills



New cough



GI Issues including diarrhea, nausea & vomiting

When to proceed to school



No Exposure
No Symptoms

When to stay home from school & for how long



Positive diagnosis, but no symptoms

Stay home for **10 days** from positive COVID-19 test

At least 1 Symptom²

Confirmed positive or not tested:

- » Stay home for **10 days** since first symptoms
- » No fever for **3 days** (without the use of fever reducing medicine), AND, **3 days** of symptom improvement, including coughing and shortness of breath

If negative COVID-19 test:

- » No fever for **24 hours** (without the use of fever reducing medicine), AND they have felt well for **24 hours**
- » If confirmed diagnosis other than COVID-19 (e.g., stomach virus, ear infection), follow normal school policies to return to school



Exposure¹ to COVID-19, but no symptoms

Stay home for **14 days** from exposure

1. Exposure refers to being within 6 feet of someone diagnosed with COVID-19 for 15 minutes or more.

2. The more narrow set of COVID-19 symptoms listed here reflects required exclusionary symptoms in order to avoid over-exclusion of people from school facilities.

Reference Guide for Suspected, Presumptive, or Confirmed Cases of COVID-19 (K-12) Interim Guidance • Published June 8, 2020; Updated July 14, 2020 2



Staff Roles Flow Chart

