RETURN TO EPIC LEARNING, PHASE 2

Blended Learning Centers

EPIC’s Return to Learning plan for its Blended Learning Center sites (BLCs) reflects the importance of quality educational instruction while also ensuring the safety of EPIC students, teachers, and staff.

The Blended Learning Centers will follow their normal schedule. Parents can choose if their students remain in the BLC or if they transition to Epic’s One-on-One program, based on their comfort level with the precautions in place at our sites.

The BLC sites will have daily cleaning. Teachers and staff will be given disinfectant to clean surfaces in their classrooms each day. A deep cleaning and disinfectant will be completed once a month and promptly following any confirmed cases of the virus.

Masks should be worn by all adults upon entry, exit, and during any time in the building. Masks or face shields are required of staff in the common areas in the buildings. Teachers and staff may wear a mask or face shield in the classroom at their discretion so long as they are compliant with guidance from the Health Officials.

We encourage but will not mandate masks for students upon entry, exit, and in the common areas. However, the optionality of masks for students and staff is contingent on it not being required by the order of the Health Officials, or any state or federal governmental entity with the regulatory power over public schools.

Before sending a child to school, parents are expected to pre-screen students to ensure there are no symptoms of COVID-19 and the student does not have a fever. Upon entry to the building, individuals will be screened to confirm they do not have any symptoms and to have their temperature taken with a no-touch thermometer. Any individual with a fever will be asked to exit the building as soon as possible; and, if necessary, will be placed in a designated space to quarantine until they are able to leave the building.

Employees screening individuals entering the building shall wear a mask or face shield and gloves.

If a student or staff member starts exhibiting symptoms, they will need to go home. Students will be taken to a designated quarantine room until a parent or guardian can pick them up.
Parents should make appointments or call ahead to pick up students at any time that is outside the typical drop-off or pick up a schedule of that student. No parents or other visitors will be permitted inside the building without an appointment and without the appropriate mask/shield. Hand sanitizing stations will be located throughout each building and routine hand-washing and sanitizing will occur among the student body and staff.

There will be signage to indicate guidelines at the entrance of each site. Arrows will be placed on the floor to encourage social distancing and hygiene reminder posters will be hanging throughout the building.

All BLC students will be assigned their own technology equipment. There will be no shared equipment or materials.

Lunch will be served in the cafeteria in a manner where students can socially distance and with time in between lunch periods to clean surfaces.

Water fountains will not be in use. Students should bring their own refillable water bottle that is labeled with the student’s name, and refills will be permitted with the assistance of staff.

Consistent with applicable law and privacy policies, EPIC will require staff and families to self-report to the school if an employee or a student has symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with applicable federal and state laws and regulations relating to privacy and confidentiality, such as the Family Educational Rights and Privacy Act (FERPA). EPIC will notify staff, families, and the public of school closures and any changes in these restrictions to limit COVID-19 exposure.

In the unfortunate circumstance that an EPIC employee or BLC student contracts COVID-19, EPIC will implement the following strategies:

- Advise Staff and Families of Sick Students of Home Isolation Criteria required by the Health Officials and inform sick staff members or students not to return to the BLC until they have met CDC’s criteria to discontinue home isolation.
- Ensure that staff and families know that they (staff) or their children (families) should not come to school, and that they should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
• Immediately separate staff and children with COVID-19 symptoms (such as fever, cough, or shortness of breath) at school. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are, and follow CDC guidance for caring for oneself and others who are sick.
• Identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms at the BLC site.
• In accordance with state and local laws and regulations, notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA);
• Inform those who have had close contact with a person diagnosed with COVID-19 to stay home for 14 days and self-monitor for symptoms, and follow CDC guidance if symptoms develop.
• Communicate with BLC parents any time there is a confirmed case of COVID for one of our students or staff members at parents' particular BLC for students that may have been in close contact with the individual testing positive. If the student or parent/guardian tests positive, the student will have to comply with Health Official guidelines to quarantine, test for COVID, and any other guidance as may be applied prior to being authorized to re-enter the BLC.
• In order to return to the BLC site, a student, parent/guardian or staff member must be fever and symptom-free for 3 days after being absent due to symptoms and 10 days post-positive test per CDC and Oklahoma Health Department guidelines.

Throughout the school year, parents have the option of continuing at the BLC or to transition to Epic's One-on-One program.

Parents must communicate any time a student or member of their household has a confirmed case of COVID. Staff will be required to do the same. Any individuals that may enter the BLC site, including students and staff, that have been in close proximity with an individual that has tested positive to COVID-19 will be required to take the Health Official's recommended precautions prior to re-entering the BLC site.
One on One Teachers and Students:

At the mutual agreement of the parent/guardian of the student and the teacher, a face to face meeting is authorized and the school recommends that Health Officials guidelines for the safety and well-being of the student, parent/guardian, and teacher be followed.

Both parties need to agree on if masks/shields will be worn, or not. Teachers must abide by any local mandates in this regard, as well.

No parent or teacher will be forced to meet in person for a face to face meeting. If a teacher elects not to meet in person with a student although a parent and student desire to meet in person, or if there are differing expectations regarding masks/shields, the teacher or the parent shall promptly notify his/her principal so that the student can be reassigned.

Benchmarking in person is preferred. However, if remote benchmarking is necessary, the session should be recorded.

In the unfortunate circumstance that an EPIC employee or student contracts COVID-19, EPIC will implement the following strategies:

- Advise Staff and Families of Sick Students of Home Isolation Criteria required by the Health Officials and inform sick staff members or students not to meet in person until they have met CDC’s criteria to discontinue home isolation.
- Ensure that staff and families know that they (staff) or their children (families) should not meet in person, and that they should notify school officials if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- In accordance with state and local laws and regulations, notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the applicable law such as
  - Americans with Disabilities Act (ADA);
  - Inform those who have had close contact with a person diagnosed with COVID-19 to stay home for 14 days and self-monitor for symptoms, and follow
  - CDC guidance if symptoms develop.
- In order to return to face to face meetings, a student, parent/guardian or staff member must be fever and symptom-free for 3 days after having symptoms and 10 days post positive test per CDC and Oklahoma Health Department guidelines.
Special Education Department

During Phase 2, EPIC Special Education staff will resume face-to-face evaluations and services.

Our return to face-to-face testing and services will be with full precautions for our staff and students and priority for the safety of our staff/students will be monitored throughout this process. Anyone displaying any symptoms of COVID-19 should NOT attend in-person evaluations. The Health Officials recommendations and guidelines will be followed.

The following precautions will be taken to ensure the safety of our students and families:

- All locations will be sanitized prior to and after each student’s evaluation,
- Social distancing recommendations will be followed,
- No materials will be shared between the evaluator and the student. Copies will be made or duplicate manipulatives will be used e.g. two balls one for the evaluator to demonstrate and one for the student to use. Everything will be sanitized at the end of the session and before use by another student.
- Masks, gloves, and hand sanitizer will be made available.

If the parent chooses to decline to have the student scheduled for an evaluation or service at this time, the pending consent for evaluation will remain open and scheduled at a later date. Forms have been sent out by the Special Education Department regarding this matter. Failure to respond will result in the student’s consent remaining in the pending status.

Learning Fund

Phase 2 allows for approved activities to be conducted either virtually or in-person, depending on a parent’s preference and a Learning Fund vendor’s offerings. This is contingent on guidance from state and federal agencies with regulatory control over public schools continuing to allow in-person activities, such as athletics and fine arts.

EPIC Microsites

All EPIC microsites will be kept at reduced capacity for teacher-student meetings for social distancing. Microsites will be made available for teacher-student meetings to resume within them on or before August 1.
Masks are encouraged for students, but not mandated, in cities without mask mandates. Microsites will need to follow any local mask ordinances.

Microsites will be cleaned weekly and deep cleaned quarterly. Teachers will disinfect surfaces used after each student meeting. Disinfectant spray will be provided at each microsite.

If there is a confirmed case of COVID in the building, it will be deep cleaned according to CDC guidelines. Also, if there is a confirmed case, all teachers who used the space during a span of time in which they could have been exposed will be notified and they will notify the families of students they met with during that span of time.

**Building Visitors to Administrative Buildings**

Masks required upon entry, exit and common areas and sign-in will be strictly enforced for tracing purposes. No one will be allowed past the Customer Service Representative besides employees, contractors and students. Contractors must sign in.

If a visitor has to go to an office, they shall be escorted by an EPIC employee and shall abide by the mask requirements stated previously.