

Due to the emerging information on the spread of COVID-19 the school is immediately instituting the following temporary policies. The purpose of the policies are to keep everyone in our school community as healthy as possible while also reducing the impact on students' education and employees' work.

1. Every case will be handled uniquely as each situation will have different factors.
2. Students, teachers and staff who travel to areas of the country with States of Emergency, are on cruises or using mass transit such as planes, trains must be cleared before returning to school. This may involve either up to a 14 day waiting period of remaining asymptomatic or being cleared by a negative test result.
3. Depending on the situation, the Campus Director or the Administrative Staff may also require an additional waiting period after the test results depending on factors of the location or exposure risk.
4. All members of the school are required to immediately report if they are notified of a potential point of contact with a COVID-19 carrier or location. It is recommended that if contacted that the school member self-quarantine for the recommended period of time. Use the notification form in Prestige to notify of potential contact with a Covid-19 carrier.
5. Parents of children who are affected by school closures may request a Leave of Absence during the time of school closure.
6. Students who are required to suspend attendance at the school after potential exposure may request a Leave of Absence during their observation period.
7. In the event the state requires the schools to close, the school will make best efforts to find alternative means of delivering education online via Milady's Mindtap. The school will address individual students internet access on a case by case basis.
8. The school will be screening all members for wellness and fever each day. If a student is sent home due to an elevated temperature, the student will be given an excused absence for the day. If the symptoms persist for more than one day, the school director may require the student to suspend attendance until cleared by a physician.
9. If a member of the school community is diagnosed with suspected or confirmed COVID-19, the school will notify all school members through the alert system in Prestige and via Text. Please confirm that your emergency contact information and mobile phone number is up to date in Prestige and accurate at the school to ensure you receive the notification.
10. The school reserves the right to suspend classes at any time without notification if new information or a suspected infection has occurred at the school.

These policies will be updated regularly as new information becomes available.