



Business Office: 1130 E. Albert St.  
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Tutoring Site: 1045 Dearbaugh Suite 2  
Wapakoneta, OH 45895  
Fax: 419-738-4591

These principles will be common to all Auglaize County public school districts and have been approved by the Auglaize County Department of Health:

1. Each school district will implement recommended safety protocols to the highest degree possible.
2. Each school district will work closely with the Auglaize County Department of Health to promote safety in each school building.
3. Each school district will be transparent with all stakeholders that some level of risk will always be present when students and school district employees occupy school district facilities.
4. School districts recognize the need for consistency in areas of operations, while recognizing that individual differences in classroom sizes, school facilities, and building operations may lead to some inconsistencies.
5. School districts will strongly encourage daily symptom checks for staff and students. Ill staff and students who have symptoms consistent with COVID-19 will stay home, and will be strongly encouraged to be tested.

Communications when a student/staff member is diagnosed with COVID-19 or has symptoms consistent with COVID-19

Communication will be developed by the Auglaize County Department of Health, outlining the following actions to be taken. A common template will be developed to include the following:

- What information can be shared with parents and staff about how/where exposure to a person with COVID-19 may have occurred.
- The communication will explain/define what is considered close contact to someone with COVID-19 that will result in quarantine.
- Any student or employee diagnosed may not return until they have completed their isolation period. If their symptoms persist, they should consult with their family physician or medical staff.
- Anyone sent home will not return to school until they are fever free for 72 hours (three full days) without medication AND improvement of all other symptoms for 72 hours AND at least ten days have passed since symptoms started.
- If the student or employee is positive with COVID-19 but has no symptoms, they will stay at home until 10 days have passed since their positive test sample was taken.
- A 14 day quarantine will be required for anyone who is determined to have “close contact” to someone who has COVID-19. “Close contact” is determined by the Health Department.

Note: Schools will develop their own policies and procedures to support the above steps that will be taken.



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#### Student and staff health issues that are NOT diagnosed as COVID-19

- Districts will follow their usual procedures for student and staff medical issues/illnesses.
- Students or employees with a fever of 100 degrees or higher will be sent home. They may not return until they are fever free for 24 hours without the use of fever reducing medication.
- If the individual has had contact with someone confirmed or probable to have COVID-19, he or she may have to complete quarantine procedures.

#### Classroom Occupancy

- Districts will inform parents that safety protocols are in place, but any student who attends school will incur some level of risk. Districts will decrease the likelihood of infection with hygiene, cleaning, and safety procedures, but being in a public place has a certain level of risk that cannot be eliminated.
- Classroom occupancy will be determined based on each individual circumstance with the maximum amount of safety considerations possible.
- Face coverings are highly recommended for all students.
- School employees are highly encouraged to use a face covering.
- Students will be spaced apart when possible.

#### Visitors/Volunteers/Parties

There are different levels of school visitors; therefore, each district will make decisions based on their particular situations. However, the following guidelines are recommended:

- Visitors are generally discouraged from being in school district facilities.
- Safety protocols, such as taking temperatures, requiring face coverings, washing or sanitizing hands upon arrival may be implemented for all visitors.
- If there are volunteers in the building they should be assigned a consistent work area
- If food is provided for students it should be pre-packaged.



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## Roles and Responsibilities

### **Parents**

- Monitor your child's health each morning and afternoon. Please take your child's temperature in the morning before sending them to school. Students with a temperature of 100 or more will remain home.
- Make sure that you establish best practice health routines at home for your child to include regular handwashing, daily bathing, using hand sanitizer routinely, and keeping cloths clean. We will be reinforcing these things at school as well.
- Inform the school administration if your child has Covid-19 symptoms and is running a high fever. We will recommend actions to be taken.
- If possible provide hand sanitizer for your child to carry with them at school.

### **Students**

- Check your body temperature each day. A temperature of 100 or higher means that you will stay home.
- Wash your hands thoroughly throughout the day and use hand sanitizer when hand-washing is not possible.
- Remember to bring your mask with you if you do desire to wear one. Always wear a clean mask.
- Make a conscious effort to not touch your face and social distancing whenever possible.

### **Useful Links:**

<https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>

<http://education.ohio.gov/Topics/Student-Supports/Coronavirus>

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>



### **ACE Academy Restart and Reopening Plan**

ACE Academy will be implementing safety protocols and taking extra steps to keep our students and staff safe. This is a general overview of what you can expect to take place when school resumes in August. It is not an all-encompassing list but our general guidelines.

- All staff members will be encouraged to wear face coverings including masks, masks with clear fronts, or shields based upon the type of instruction being carried out.
- Students are encouraged to wear masks.
- We would encourage you to send a water bottle with your child as water fountains will be cleaned, but this is an area where germs can spread easily.
- We will provide instruction to staff and students on proper hand sanitation, use of masks (for those who wear them), avoidance of touching eyes, mouth, and nose.
- Staff will be trained on the symptoms for COVID-19, what to look for in students.
- Hand sanitizer will be available in all high traffic areas such as entrances and classrooms.
- Shared surfaces will be cleaned between use and we will ask students not to share supplies.
- Students will have assigned seats in the classrooms.
- The building will have a separate designated location for students who show COVID like symptoms. They will be cared for by a staff member practicing social distancing and wearing appropriate PPE until they can be picked up.
- Visitors will be prohibited from entering the building unless they have an appointment or it is an emergency. If someone does enter the building they will be asked to follow the safety protocols.



### **ACE Academy Staff Procedures and Responsibilities:**

#### **Confidentiality:**

- The Health Department is allowed to share the personal information of a student with school officials when it is necessary to mitigate the spread of a virus. The information can only be shared with those that are pertinent to the situation in order to prevent unnecessary disclosure of personal information.

#### **Procedures:**

- Take your temperature at home prior to coming to work. If you are running a fever, stay home.
- If you do not feel well, with or without a fever, stay home.
- If you begin to feel poorly while you are at work, contact your supervisor or myself. We will figure a way to get your responsibilities covered and have you go home as soon as possible.
- Teachers and aides are encouraged to wear a face covering throughout the day, unless you are alone.
- Hand sanitizer will be available for each classroom and entrance.
- Students in grades three and above are encouraged to wear a face covering, but it is not mandated.
- If a student becomes ill during the day, immediately contact your supervisor or someone at the Central Office. We will, to the best of our ability, isolate the student with adult supervision until a parent can be contacted to pick up the student.
- The Auglaize County Health Department will be contacted by either a director or someone from the Central Office, when deemed appropriate.

\*The cleaning staff has been directed to sanitize the building and classrooms each night. This will be above and beyond the normal cleaning they have done in the past.