



**SUMMIT
ACADEMY**

New Heights, New Perspectives

Personal Prevention Strategies

Please adhere to the following guidelines.

1. Face Mask Policy

- ❖ Students are required to provide/bring their own face coverings to school every day and will be required to wear it at all times while on school premises - with the exception of during meal times.
 - A clean mask is required to be worn daily. Please bring an extra mask if needed.
 - Every opportunity to provide and implement mask breaks will be given throughout the school day.
- ❖ Staff and students will be closely monitored for mask-wearing to insure compliance with all COVID requirements.
- ❖ The following are approved face masks:
 - Double cotton face masks
 - Surgical face masks
 - Masks with clear insert
 - Gaiter masks are acceptable, but there are strict conditions for what is acceptable:
 - The masks must be made of double layer, heavy duty cotton.
 - Stretchy fabric is **not** allowed.

- The school nurse must approve all gaiter masks that will be worn.

2. Hand Hygiene Policy

Keeping your hands clean is one of the best, most effective ways to protect yourself and others from getting sick. When the COVID-19 virus gets on to hands and is not washed off, it can be passed from person to person. Students are required to do regular hand washing throughout the school day and to keep their hands away from their nose, mouth and eyes.

Regular hand hygiene reduces the spread of germs that can cause illness - especially when done regularly throughout the day. Students should wash their hands with soap and water for at least 20 seconds, or use an alcohol-based hand sanitizer with at least 60% alcohol - if soap and water are not readily available.

Key Times to Wash Hands:

- ❖ Before and after eating food.
- ❖ Before and after treating a cut/wound.
- ❖ After using the restroom.
- ❖ After blowing your nose, coughing or sneezing.
- ❖ After touching an animal, animal feed or animal waste.
- ❖ After handling pet food or pet treats.

Steps to Follow for Hand Washing:

1. Wet your hands with clean, running water (warm or cold), turn off the tap and apply the soap.
2. Lather your hands by rubbing them together with the soap. Lather the backs of your hands, in between your fingers and under your nails.
3. Scrub your hands for at least twenty seconds.

- a. Need a timer? Hum the “Happy Birthday” song twice from start to finish.
4. Rinse your hands under clean, running water.
5. Dry your hands using a clean towel or air dry them.

Key Times to Use Alcohol-Based Sanitizer:

- ❖ Before and after treating a cut/wound.
- ❖ After using the restroom.
- ❖ After blowing your nose, coughing or sneezing.
- ❖ After touching an animal, animal feed or animal waste.
- ❖ After handling pet food or pet treats.

Steps to Follow for Use of Alcohol-Based Sanitizer:

1. Apply the gel product to the palm of one hand -- always read the label to clarify the correct amount needed.
2. Rub your hands together.
3. Rub the gel over *all* surfaces of your hands and fingers until your hands are dry. This should take about 20 seconds.

3. Social Distancing Policy

- ❖ All students and staff must maintain a social distance - determined by current CDC standards and guidance.
- ❖ Desks must be spaced at least 3 feet apart and facing in the same direction.
- ❖ Students will be allowed in the restroom one at a time.
- ❖ Number of students in small group settings will be kept to current state and federal guidelines.

4. Classroom Cleaning Policy

- ❖ Cleaning reduces the risk of spreading infection in the classroom by removing germs on surfaces people frequently touch.
- ❖ Cleaning procedures will be the responsibility of the staff, students and classroom aides.
- ❖ All high touch surfaces and areas will be cleaned on a daily basis with a Summit Academy approved disinfectant and cleaning product.
 - Middle School → desks and chairs must be wiped down after each major activity change.
 - High School → desks and chairs must be wiped down at the end of each class before students leave the classroom.
- ❖ Desks and chairs will be cleaned prior to lunch and again at the end of the day.
- ❖ Students will clean desks and chairs under the supervision of staff. Allowance should be made for students based on student age and known accommodations.
- ❖ Students and staff will wear gloves when cleaning.
- ❖ For desk cleaning:
 - Wipe the top surface of each desk and let air dry.
- ❖ For chair cleaning:
 - Wipe the back and seat of each chair and let air dry.

Updated October 2021