



2021-2022

Topeka Collegiate Eagles 360° Addendum*

**Please note the Eagles 360° Addendum applies to both the Employee Handbook and the Family Handbook during the 2021-2022 school year.*

Eagles 360° Addendum Overview

Topeka Collegiate's first headmaster, Mac Rives, created the school's original handbook with the mantra of *Freedom with Responsibility* forefront in his mind. Thirty-nine years later during the COVID-19 pandemic, we place this mantra front and center as we continue the Eagles360° Program.

The 2019-2020 school year concluded with a campus closure and a dramatic, virtually instantaneous shift to distance learning.

The 2020-21 school year required a level of planning, iteration, communication, and collaboration like none that we've known or led. The Taskforce has produced this guidance representing countless hours of collaboration. It is rooted in the research we've digested across the world and within the U.S. We have convened with several other independent schools, multiple independent school associations, and shared notes with experts to inform and test our thinking. Much of our work has been influenced by the Shawnee County Health Department, KDHE, and the CDC.

For the new school year, it is imperative that we work through the challenges and go back to school in the most effective, adaptive ways possible. Topeka Collegiate's students need access to our caring, rigorous, high-quality education and social supports that come with it. Topeka Collegiate provides a safe place for learners, staff, and their families.

Freedom with Responsibility guided the Taskforce work and decision-making. Every member of Topeka Collegiate shares in the responsibility to help maintain public health. For each community member, this responsibility includes both maintaining their own health and the health of others. Self-discipline and awareness are needed to maintain these changes in our daily routines and behaviors.

The Eagles360° Taskforce will continue to review and update policy and practices to best meet our school's needs following government recommendation and new research. Precautions will be reduced, increased or adjusted when it is appropriate to do so.

Health & Safety Protocols and Policies

General Campus Policies

The Eagles 360 taskforce developed the acronym FRA, which guided their decision making. FRA stands for Feasible, Reasonable, and Able. Throughout the document FRA will be kept in mind and used when making decisions of subjective nature.

Each classroom will space students' desks to provide a reasonable distance, as recommended by the CDC. When FRA, faculty will hold class or portions of a class outside to increase physical distancing. Staff will practice good health hygiene protocol by washing hands frequently, covering one's mouth when coughing/sneezing and promptly throwing away tissues, will sanitizing, high contact surfaces and shared objects (examples include - pencil sharpener, door knobs, toys, games, supplies), increasing ventilation/circulation of outdoor air by opening windows, doors, and using fans.

Key Definitions:

- Clean: wash/wipe away germs
- Sanitize: spraying surfaces with cleaners
- Disinfect: removal and killing of germs, typically with Clorox wipes
 - Clean + Sanitize = Disinfect
 - A "deep cleaning" of the building will be disinfecting

Staff, Student, and Visitor Entry and Screening

An essential feature of the *Freedom with Responsibility* is to monitor one's own personal health and mitigate risk to others. Upon arrival, every student and staff person will be presented with the following message, which is reinforced in the pledge.

Topeka Collegiate will continue to welcome visitors to campus in a way that respects the health and safety of students, employees, and the visitors. All visitors will be expected to comply with all of Topeka Collegiate's guidelines, as well as registering their presence on campus at the time of their visit. All individuals, age two years and older, must wear face coverings on our campus.

Air Filtration

Teachers are encouraged to utilize outdoor spaces and/or open classroom windows to increase air circulation. Portable air filtration systems have been requested in common areas, but allocation will be dependent on the availability of funding.

Expanded COVID-19 Testing Strategy

Testing identifies infected people who may be contagious so that measures can be taken to prevent further transmission. Students and staff must opt-in with informed consent. In 2020-2021, we served as a pilot project for conducting regular testing. Due to our success, we are able to expand our testing strategy as outlined below.

Ongoing COVID-19 Testing

All unvaccinated staff and students will have the opportunity to participate in regular testing similar to the testing conducted during the previous school year. If the summary index is “low,” testing may be reduced to 15% of the school population, notably students participating in choir, physical education, and athletics.

- Testing method: PCR (lab-based) saliva-based testing
- Frequency: to be determined by the level of community spread reported by the Shawnee County Health Department

On-demand Symptomatic Testing

We will test any symptomatic staff member or student throughout the school year, upon the recommendation of the Health Room Coordinator.

- Testing method: BinaxNow Rapid Antigen Testing (onsite/nasal-swab) or PCR (lab-based) saliva-based testing; testing type will be determined by the Health Room Coordinator
- Frequency: Ongoing; as needed

Key Event Testing

Testing will be provided to families in response to key events that occur throughout the school year.

- Testing method: PCR (lab-based) saliva-based testing
- Frequency: first day of school and return from school breaks

Additional Testing: To Be Implemented When Funding is Secured

At the time of the publication, we have not received a formal notification of funding approval. However, it is likely. An update will be provided when available. We anticipate that in addition to the COVID-19 testing capabilities, we will also have flu and strep rapid tests for symptomatic individuals, if recommended by the Health Room Coordinator.

Quarantine Testing

Testing will be available for those in Quarantine. This is referred to as the “Quarantine 7 Day Option.” Results will be onsite and with immediate results.

- Testing method: BinaxNow Rapid Antigen Testing (onsite/nasal-swab)
- Frequency: Ongoing; as needed

Isolation

Persons with positive test results will be subject to local and state protocols. Details for Isolation protocols can be found at CDC's website.

Quarantine

Quarantine means keeping individuals who have been exposed to an infectious disease separate from others. It is done to determine whether they develop disease and to prevent spread to others. Close indoor contact with a laboratory confirmed COVID-19 case is defined as being indoors and within 6-feet for 10 minutes or more in a cumulative 24-hour period. Quarantine orders are determined by the Shawnee County Health Department.

Shortened Quarantine Guidance, Exemptions, and Modified Quarantine

CDC and KDHE have provided guidance for shortened quarantine, exemptions, and modified quarantine which have been adopted by the Shawnee County Health Officer. These can be found at the SCHED website.

COVID-19 Immunity

Vaccinated persons with an exposure to suspected or confirmed COVID-19 are not required to quarantine if they meet both the following criteria:

- They are fully vaccinated
- They have remained asymptomatic since exposure

Natural Immunity

Individuals who have had a recent COVID-19 infection are considered to have a natural immunity. Individuals with natural immunity and with an exposure to suspected or confirmed COVID-19 are not required to quarantine if they meet all the following criteria:

- Their COVID-19 infection was documented by a PCR or antigen test
- Their documented infection was within the last six months
- They have remained asymptomatic since exposure

Travel-Related Quarantine

All Topeka Collegiate staff, students, and families are expected to abide by the most recent travel related advisories as posted on KDHE website.

Contact Tracing

Michael Flax and Alesia Arnold completed Contact Tracing training from Johns Hopkins University during Summer 2020.

Local Government Guidance

Lyn Rantz meets with the Shawnee County Health Department and Emergency Management team every week. Their guidance has been received and is being followed, as indicated throughout this document.

Face Mask Guidance

COVID-19 is primarily transmitted by respiratory routes, and masks remain critical to reduce viral spread. A high percentage of our student population is not yet eligible to be vaccinated and it is our responsibility to ensure their health and safety while learning on campus.

At the time of this publication, masks are required to be worn within buildings by all persons over the age of two regardless of vaccination status.

- Face masks must be clean and may be reusable or disposable.
- Families are expected to provide their student's masks.

There will be times that wearing a mask is not FRA. Masks do not need to be worn:

- At lunch table and while eating/drinking
- If in a room alone or with persons who reside in same household
- Rest and nap time in early childhood classrooms
- When outside
- When six feet apart

Lunch Protocols

All students and staff will wash hands with soap and water (or use hand sanitizer) before and after lunch. Prekindergarten students will have lunch in their classroom.

All other grade levels will go through the lunch counter and receive their lunch trays using a cafeteria-style service. The lunch counter is equipped with a pre-existing sneeze guard. The traditional salad bar will once again be available for students grade 2-8 and staff.

All staff and adult volunteers serving lunch will wear a face covering.

All homeroom/first hour teachers must enter lunch count into FACTS by 9:00 AM.

Communal water will not be provided. Persons will provide their own water bottles if desired. The commons will follow a 50% seated capacity: four persons to each 8-person table. Tables will have quadrant shaped polycarbonate dividers. Each lunch group will clean tables upon the completion of their lunch shift.

Maximum capacity of students in Commons for a meal is 68 students. All students, staff, and volunteers will complete training on Topeka Collegiate lunch protocols.

Handwashing Hygiene

Handwashing or hand sanitizer should be used when entering and exiting the building. Each classroom will be provided with hand sanitizer. Throughout the school day, students will either use hand sanitizer or wash their hands on an hourly basis. Each homeroom teacher will train students on appropriate hand washing techniques.

Protocols for Illness and Infection Control

Topeka Collegiate will follow all guidelines in regards to testing and screening requirements. If anyone becomes sick during the day, they should be immediately taken to the Wellness Room (room 109). The Wellness Room will be disinfected after each use and sanitized each evening.

Symptomatic staff or students should seek advice from their regular physician or through the local public health authority, in addition to requesting the available testing outlined in the testing section of this document.

Staff and students should not return to campus activities until they have been cleared by Alesia Arnold, Health Room Coordinator.

Building Cleaning Regiment

Classroom Teacher (with help of students when FRA)	Maintenance Staff
Desktops (after each student use) and nightly	Commons – twice per day (roundtables, teacher tables, microwave)
Tables (after each student use) and nightly	Classrooms and learning spaces will be sanitized nightly.
L3 Computer/Keyboard/Mouse (after each student use)	

Teaching and Learning Protocols and Policies

Academic Calendar and Schedule

The [Updated School Calendar](#) can be found on the Family Resources Page of our website: www.topekacollegiate.org. All classes begin at 8:15 AM and dismiss at 3:30 PM.

Distance Learning for students in Quarantine or Isolation

Students in Quarantine or Isolation will be provided make-up work and/or Live Streaming options by teachers. LiveStreaming will be a two-way communication system through a Chromebook set-up at the front and center of each classroom, or slightly off to the side. Some classrooms will be equipped with an external camera. These external cameras are best used by teachers who move around to various areas of the classroom.

Employee Requirements

- All Employees will be required to read and sign the [Employee Acknowledgement of Safety and Health Procedures](#).
- All Employees will review and sign the Eagles360 Pledge prior to the first day of school.