



# **VOYAGER ACADEMY**

**2020-2021 Reopening Plan  
Guidelines and Procedures**

**July 17, 2020**

## INTRODUCTION

The safety of our students, staff, and community is at the forefront of all of our decision making and planning for reopening our campus during the 2020-2021 school year. We recognize and understand that the individual health issues and circumstances of each family and staff member vary along with their comfort level of returning to in-person instruction on campus during the COVID-19 pandemic. In order to fully understand the perspectives of all stakeholders and engage our community in the conversation further, the Voyager Academy Leadership Team formed a Reopening Task Force comprised of students, parents, community members, teachers, staff members, administrators, and board members. The focus of the Reopening Task Force was to identify and develop plans for our safe return to school for the 2020-2021 school year and develop the state required Voyager Remote Learning Plan. Additional student, parent, and staff input was gathered throughout the process using surveys and Town Hall meetings to further guide the decision making process. We anticipate that this will be an ongoing process throughout the 2020-2021 school year as we measure and monitor our plans so that we are responsive to the changing needs as the health crisis evolves throughout the year.

While we are all excited and eager to be together learning on campus as a school-wide community, we recognize that the current statistics and the rising COVID-19 cases will require a phased in approach to ensure the safety for all. Our plans have been purposefully and thoughtfully designed to allow for maximum flexibility and responsiveness to individual family and staff needs and circumstances. With that being said, there will be opportunities for families to choose remote learning throughout the year if needed due to health concerns.

The North Carolina Department of Public Instruction defined three options for schools to return for the 2020-2021 school year as shown in the chart below. Schools must comply with the minimum requirements of the reopening plan option selected by the state but were also given the flexibility to implement more restrictive guidelines and procedures if necessary to support the needs in their school community. On July 14, 2020 Governor Cooper announced that the state was recommending that schools reopen with Plan B offering both remote and online learning. The Governor and his team all acknowledged that each school will need to survey their community and make the decision that best meets the needs of their school community during these unprecedented times. Governor Cooper acknowledged that these are difficult decisions and that there is no one perfect answer. We all need to do our part in slowing the spread of the virus so that we can all return to school as quickly and safely as possible.

COVID-19 REOPENING PLANS	School Facilities and Students	Health Precautions *	Teaching and Learning	Scheduling Options
<b>REOPENING PLAN A</b>  <i>Minimal Social Distancing</i>	Open  All students in school at same time	Enhanced health protocols  See NCDHHS requirements and recommendations	Traditional with preparation for Blended Learning	Change within day,

<b>REOPENING PLAN B</b>  <i>Moderate Social Distancing</i>	Open  Limit density in facilities to no greater than 50% maximum occupancy	Enhanced health protocols  See NCDHHS requirements and recommendations  Increased requirements in addition to Plan A	Blended Learning for all	Multiple options
<b>REOPENING PLAN C</b>  <i>Remote Learning</i>	Closed  No students in school facilities	N/A  All at home	Remote Learning for all	Full change to Remote Learning

**The Voyager Leadership Team and Reopening Task Force are recommending that we reopen the 2020-2021 school year under the Remote Learning option for at least 30 days for all students under Phase I of our reopening plan.** After 30 days we will reassess the current health climate in our community and if we believe the decline in COVID-19 cases is sufficient to return safely to school we will recommend moving to Phase II. During the Phase II scenario Voyager will offer a blended learning model of instruction offering both in-person and remote instruction with enhanced health protocols and moderate social distancing. Voyager will implement Phase III when it is safe to return all students and staff to campus for in person instruction. The state may issue additional guidance or mandates in the future based on the status of the health crisis and Voyager Academy will adjust as necessary to comply with all state required mandates.

We will continue to communicate regular updates to the entire Voyager community to keep everyone informed as our plans evolve in response to the health crisis and state mandates. Our goal continues to be a safe return to campus for everyone in our school community. Thank you for partnering with us as we navigate through these unprecedented times.

We are confident that the Voyager community of educators, families, and board members will all rise to this challenge and partner together to light the way forward. Together we will foster academic excellence, and ensure the social, and emotional well-being of our community in a safe learning environment.

## Academic Excellence, Innovation, and Flexibility in a Safe Learning Environment

It is critical that our students return to their regular education plan as quickly as possible to further academic growth and social and emotional development at every grade level. Charter Schools are uniquely positioned to evaluate the needs of our community and develop innovative instructional plans to meet all student needs. We are also given greater flexibility with our instructional strategies and school calendar so that we can fulfill our vision of “Inspiring life-long learning in every Viking”. With that in mind, our team will remain steadfast on our mission and core values so that all students will have the opportunity to grow and reach their maximum potential for academic, social, and emotional development while maintaining the health and safety of all students and staff in our school community.

<b>Vision:</b>				
"Inspiring life-long learning in every Viking"				
<b>Mission:</b>				
"to provide students in kindergarten through grade twelve an academically challenging and supportive learning environment"				
<b>Values:</b>				
Voyager prioritizes empathy, teamwork, leadership, problem-solving, and change making as student outcomes				
 <b>CONFIDENCE</b> Trusting in your own ability and being willing to take academic risks.	 <b>CURIOSITY</b> Being eager to investigate and learn about the world around us.	 <b>EMPATHY</b> Being aware of and respecting another person's feelings, experiences, and differences	 <b>REFLECTION</b> Using past experiences to guide future learning and decision making.	 <b>INTEGRITY</b> Doing the right thing and standing strong in what you believe.

Expectations for academics and engagement will remain consistent under each of the 3 instructional models and will be more rigorous than the emergency school closure experienced in the spring of 2020. Students and staff will be held to the high academic ideals for quality instruction, student engagement and participation, and completion of work demonstrating mastery of content standards and skills. We have high expectations and intend to foster the academic, social, and emotional development of our students throughout the year whether we are learning remotely, in a blended learning model, and when we return to campus. Attendance procedures and policies will be implemented and grading of student work will be implemented throughout all phases of the instructional models and reopening plans.

## CALENDAR MODIFICATION

- The start of the 2020-2021 school year is being modified to allow for a full week of teacher planning to prepare for and collaborate with one another before the Remote Learning begins for all. **School will begin remotely for students on Monday, August 10, 2020.** Attendance on the first 20 days of school determines the funding for charter schools. In order to be fully funded we need to have 100% of our students engaged in learning on the first day of school. The [revised 2020-2021 Calendar is linked here.](#)

## **VOYAGER ACADEMY – THREE PHASE REOPENING PLAN**

### **VOYAGER REOPENING - PHASE I**

#### **Remote Learning For All - (30 Calendar Day Plan And Then Reassess) State Plan C**

##### Calendar Modification

- **First day of school for students: Monday- August 10, 2020**
- First day of school for staff: Monday – August 3, 2020
- Week of August 3, 2020 reserved for teacher PD and planning
- The Voyager calendar has been revised to include 5 defined remote learning days required by the state and are added on designated teacher work days.
- The state also required that all schools add an additional 5 instructional days to the regular required instructional hours. The Voyager calendar already exceeds the state requirements for instructional hours so we do not need to extend the school year or remove any scheduled school breaks.

##### High Expectations & Accountability

- Attendance reporting in a remote learning environment will include participation in zoom classes, submission of student work, and any form of communication between the teacher and student about assignments and classwork. We recognize that all families may not have reliable internet connection and that we will need to be flexible about accepting other demonstrations of student work should technology become unreliable. Voyager will provide technology support for families that need assistance with equipment and internet connectivity.

##### Remote Instructional Learning Model

- Teachers will incorporate synchronous class time and small group instruction to meet the developmental and academic needs of all students. The amount of direct instruction per content area will vary by grade level.
- Teachers will also build in time for independent student work time so that they are not on the computer during their entire school day.
- Teachers will facilitate project based learning experiences to encourage the development of interpersonal and executive functioning skills in small remote group environments when developmentally appropriate.
- Teachers will also schedule office hours to meet individually with students and /or parent/guardians to provide assistance and support.
- Teachers will provide frequent feedback and grades on student work and continuously monitor student progress to ensure growth.

##### Social and Emotional Development

- The Voyager Social Worker and School Counselors will develop programs to support social and emotional development for students and parents.
- The school Social Worker and School Counselors will also monitor and arrange for nutrition needs and technology support for families that are economically disadvantaged to ensure that we provide an equitable education for all students.

- The Social Worker and School Counselor will provide small group meetings to discuss relevant topics to support students with academic, social, or emotional needs.
- School Counselors will provide academic, college, and career planning meetings to support students as they plan for their future.
- Athletics, Clubs, and Enrichment will not be offered during remote learning.

### EC Student Delivery

- Students with general education (**inclusion/Push in**) services on their IEP will have EC teachers co-teach or assist general education classroom teachers during the regular classroom teacher's live teaching sessions.
- If this is not possible, due to scheduling of 2 classes at same time, then EC Teachers will daily (record/copy/print etc.) gen ed classroom assignment and schedule in their Goggle Classroom academic skills live teaching sessions that day or the following day on that assignment (individual or small group). These academic skills sessions could include reteaching the lesson, test prep session, and any other modifications and accommodations specified on the students IEP. Service delivery minutes will correspond and all goal areas will be addressed and progress monitored. Occupational Therapy, speech therapy and Visually impaired services will be delivered virtually as well.
- Students with **Pull Out** services will log into their EC Teacher's (Not the gen ed teacher's) Google Classroom for live Google Meet sessions scheduled daily in Reading/Writing (ELA), Math and Social/Emotional skills. Service delivery minutes as specified on the IEP will match and goal areas identified will be taught and progress monitored. Occupational Therapy, speech therapy and Visually impaired services will be delivered virtually as well. Pull Out services are in addition to logging into their Gen Ed teachers' classroom for assignments.
- Students in a **Separate** setting will log into their EC Teacher's Google Classroom for daily instruction at a set time. Goal areas from the IEP will be addressed, IEP service delivery minutes will be modified. These classes may be small group or individual sessions depending on the severity of the disability and the teacher's professional judgment. Occupational Therapy, speech therapy and Visually impaired services will be delivered virtually as well. Teacher assistants will also log in and assist students at teacher's direction.

**VOYAGER REOPENING - PHASE II**  
**Blended Learning Model**  
**State Plan B- Moderate Social Distancing**

**Blended Learning Instructional Model**

- Reduced Capacity in the classroom – 50% maximum with 6-foot spacing
- Student families will be broken into two cohorts with an A/B schedule for attendance.
- Group A will attend in person instruction at school on Monday and Tuesday and complete remote learning on Wednesday through Friday.
- Group B will attend in person instruction at school on Thursday and Friday and participate in remote instruction on Monday, Tuesday, and Wednesday.
- Wednesday will be the shortened day and will be utilized to conduct a deep cleaning and sanitizing in the school between student groups and allow time for teacher planning for both in person and remote learning as well as professional development for staff.
- Parents/Guardians will have the option to remain remote all year if needed.
- A survey will be sent out to families so that they can identify if remote learning all year is preferred so that staffing assignments can be defined.
- Social distancing and mask use will be enforced at school. Parents will be contacted if students do not comply with social distancing and mask wearing. Students will be given one reminder to correct behavior to meet health requirements. Students that refuse to comply will be assigned to remote instruction in order to protect the health of our school community.
- Movement in the building will be limited and purposeful to minimize contact.
- Students and teachers will enjoy lunch outside or in their classroom.
- Outdoor education will be encouraged when appropriate.
- Athletics, clubs, and enrichment plans are still being evaluated at this time. Updates will be provided when available.

**EC Service Delivery**

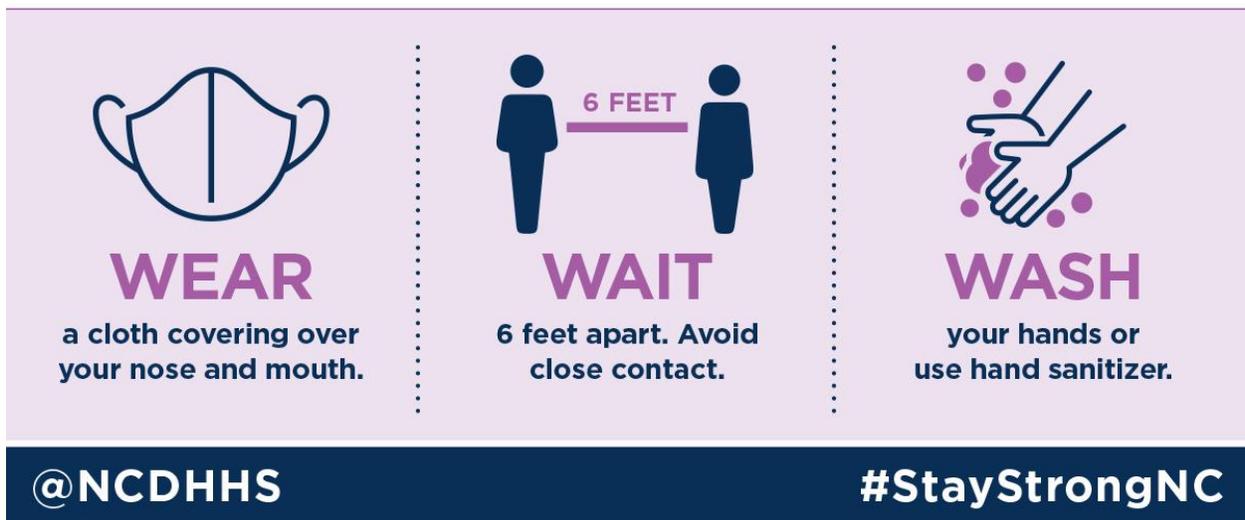
- Regular and Resource level students will be served in classrooms and virtually according to their IEP for goal areas-service delivery minutes will correspond. Coordination will take place for occupational and speech therapy service to be delivered on whichever day students are in the building.
- Separate setting students will be allowed on campus Monday-Friday in their self-contained classrooms in order to address their complex needs and access multiple services.

**Arrival and Dismissal Procedures**

- Carpooling with other families is discouraged at this time because it does not allow for social distancing.
- Voyager staff will conduct a health screening and take each child's temperature with a no contact thermometer upon arrival.
- After passing the screening, students will report directly to their homeroom.
- Students with a fever over 100 degrees will not pass the health screening and will not be permitted to attend school.

- If diagnosed with COVID-19 based on a test or symptoms, person may return to school when:
- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and
- Improvement in respiratory symptoms (e.g., cough, shortness of breath); and
- At least 10 days have passed since symptoms first appeared.
- If they have had a negative COVID-19 test, person may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
- Person may participate in remote learning and teaching (if applicable) while out.
- A person can return to school, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.
- A temperature over 100 degrees indicates that the child has a fever. Temperatures will be recorded by school staff.

Personal Health And Safety Protocols –



Wear Masks-

- Voyager will require masks for all students and all adults while on campus outside and inside school buildings.
- There is growing evidence that wearing face coverings help reduce the spread of COVID-19, especially for those who are sick but may not know it. Cloth face coverings are not surgical masks, respirators (“N-95s”), or other medical personal protective equipment (PPE). Individuals should be reminded frequently not to touch the face covering and to wash their hands.
- Cloth face coverings should not be placed on:
  - Anyone who has trouble breathing or is unconscious.
  - Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.

- Anyone who cannot tolerate a cloth face covering due to developmental, medical or behavioral health needs

### Wait and allow for Social Distancing

- Social distancing will be required during the implementation of Phase II – Blended Learning at Voyager Academy. Social distancing is a key tool to decrease the spread of COVID-19. Social distancing (“physical distancing”) means keeping space between yourself and other people outside of your home.
- Voyager staff will provide social distancing floor/seating markings in waiting and reception areas as well as mark 6 feet of spacing to remind students and staff to always stay 6 feet apart in hallways and in areas where they may congregate.
- Voyager will provide marks on the floors of restrooms to indicate proper social distancing and staff will limit the number of students using the facilities at one time.
- Voyager will mark specific hallways as one way and have entrance and exit doors separated to limit the potential contact with others and ensure 6-foot spacing.
- Voyager will also limit nonessential visitors and activities involving external groups or organizations. Parent conferences and meetings will be held by phone or virtually.
- Voyager staff will monitor arrival and dismissal to discourage congregating and ensure students go straight from a vehicle to their classrooms and vice-versa.
- Voyager will provide a lunch option for students that will be individually packaged and served directly to the student when they are on campus for in person instruction.
- During Phase II Voyager will limit capacity to a maximum of 50% capacity allowing for social distance spacing at least 6 feet apart between people.

### Wash Hands Frequently

- Washing hands with soap for 20 seconds or using hand sanitizer with at least 60% alcohol reduces the spread of disease.
- Voyager will provide hand washing instruction to young students and provide soap and sanitizer to support healthy hygiene behaviors per CDC guidelines. Sanitizing stations will also be set up at the front entrance of each school and provided in each classroom.
- Teachers will reinforce handwashing during key times such as: before, during, and after eating; after using the toilet; after blowing your nose, coughing, or sneezing; and after touching objects with bare hands which have been handled by other individuals.
- Teachers will incorporate frequent handwashing and sanitation breaks into classroom activity.

### School Cleaning and Sanitizing

- Custodial staff will maintain the cleanliness of all school facilities according to CDC guidelines and recommendations using approved cleaning and disinfecting products that are recommended to combat SARS and COVID viruses.
- Custodial staff will establish a schedule for and perform ongoing and routine environmental cleaning and disinfection of high-touch areas (e. g., door handles, stair rails, faucet handles, toilet handles, playground equipment, drinking fountains, light switches, desks, tables, chairs, with an EPA approved disinfectant for SARS-CoV-2 (the

virus that causes COVID-19) and increase frequency of disinfection during high-density times.

- Staff will disinfect all shared objects (e. g., gym or physical education equipment, art supplies, toys, games) between use.

#### Lockers and School Supplies

- Lockers will not be accessible during Phase II – hybrid learning environment.
- Students will bring personal supplies for school use and refrain from sharing school supplies to minimize the spread of germs and disease.

#### Water Fountains / Kitchen Facilities

- High contact areas like communal kitchens, refrigerators, and water fountains can contribute to the spread of viruses and disease. During Phase II Blended Learning all communal kitchens, refrigerators, and water fountains will not be allowed for use by students or staff.
- Families should send water bottles to school with their children to provide for hydration throughout the day.

#### Before and After Care

- Voyager staff will provide before and after care to families that register for the before and after care program on the days your child attends school for in personal instruction on campus. We cannot provide child care on remote learning days due to space limitations required for social distancing.

### **Response to Suspected, Presumptive or Confirmed Cases of COVID-19**

NCDHHS issued a reference guide for suspected, presumptive, or confirmed cases of COVID-19 to support schools in protecting the health of our school community.

Voyager Academy staff will adhere to all defined guidelines of any suspected, presumptive, or confirmed case of COVID-19.

Voyager will implement the protocols below for each of the various possible scenarios:

- Exclusion- Sick student or adult with symptoms will not be allowed to enter the school building. Parents will be asked to pick up any student that shares that they have been exposed to COVID-19 even if they do not show symptoms and will be required to quarantine.
- Infection Control – Voyager staff will wear personal protective equipment while caring for a sick student or adult. The sick person will also be required to wear a face mask.
- Notification of Local Health Department – Voyager will notify the Local Health Department for any suspected, presumptive, or confirmed case of COVID-19.
- Cleaning and disinfecting –
  - Close off areas used by the sick person, including school transportation vehicles, and do not use these areas until after cleaning and disinfecting.

- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.
- People should not be in the classroom, or other area of the facility while it is being cleaned.
- Open outside doors and windows to increase air circulation in the area.
- Use an EPA-registered disinfectant that is active against coronaviruses. Clean and disinfect frequently touched surfaces.
- Remember to clean items that might not ordinarily be cleaned daily such as doorknobs, light switches, countertops, chairs, cubbies, and playground structures.
- Follow NCDHHS Environmental Health Section guidance for additional cleaning and disinfection recommendations.
- Closure of infected area or school as determined by local authorities- Voyager will consult with the Local Health Department to determine whether an area, a classroom or the entire building should be closed.
  - Close off areas used by the sick person, do not use these areas until after cleaning and disinfecting.
  - Consult with the Local Health Department as to whether closure of a classroom or entire building is
  - required. There may be no need to close the school if the Local Health Department determines that
  - close contacts are excluded and there is sufficient space to continue normal operations.
  - The Local Health Department may in some situations determine that closure of a facility is needed;
  - this will be determined on a case-by-case basis.
- Local Health Department Next Steps-
- The Local Health Department will conduct interviews with the person (or their family member if it is a young child) who tested positive and identify individuals who were in close contact with the infected person.
- The Local Health Department will recommend testing close contacts that were exposed to someone that tested positive
- Public health staff will share that all close contacts need to quarantine at home for 14 days.
- Voyager will coordinate with the Local Health Department to determine how to inform families and staff as appropriate – they may not necessarily need to be notified, depending on the situation.
- If positive COVID-19 test:
  - The Local Health Department will assist in notifying staff and families that there was an individual who was at the school who has tested positive with COVID-19.
  - A public health professional may contact staff and families if they are identified as a close contact to the individual who tested positive.
  - The notice to staff and families must maintain confidentiality in accordance with NCGS § 130A-143 and all other state and federal laws.

## COVID-19 Symptoms (Reference -NCDHHS Strong Schools Toolkit)

COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection. That's why personal prevention practices (such as handwashing and staying home when sick) and environmental cleaning and disinfection are important practices. Any scenario in which many people gather together poses a risk for COVID-19 transmission. While children generally experience mild symptoms with COVID-19, and, to date, have not been found to contribute substantially to the spread of the virus, transmission from even those with mild or no apparent symptoms remains a risk.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- Fever (100.4 degrees F or higher)
- Chills
- Cough
- Shortness of breath
- Fatigue
- Difficulty breathing
- Muscle or body aches
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Headache

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Reported symptoms in children include cold-like symptoms, such as fever, runny nose, and cough. Children with COVID-19 may not initially present with fever and cough as often as adult patients.

**Voyager Reopening Plan- Phase III**  
**All Return to Campus with Normal Operations and Health Precautions**  
**State Plan A - Minimum Social Distancing**

- Voyager will resume normal operations on campus for all students and staff.
- Minimum social distancing will be implemented.
- Health and hygiene precautions will continue.
- Voyager will continue to maintain cleaning and sanitizing of all schools.
- Voyager staff will continue to monitor and be vigilant about addressing and responding to any suspected, presumptive, or confirmed cases of COVID-19.
- Voyager will follow all guidelines from the CDC and NCDHHS to report such cases to the Local Health Department and implement isolation and cleaning protocols as required.

EC Service Delivery

- Students are served exactly according to their IEP for service delivery minutes and location (general or special ed location).

**Additional Resources:**

- [NCDPI: Lighting Our Way Forward NC's Guidebook for Reopening Schools](#)
- [NCDHHS: Reference Guide for Suspected, Presumptive, or confirmed Cases of COVID-19](#)
- NCDHHS: [Strong Schools NC Toolkit](#)
- NCDHHS: [Strong Schools NC Infection Control Toolkit PPE](#)
- NCDHHS: [North Carolina COVID-19](#)
- NCDHHS: [StrongSchoolsNC Public Health Toolkit \(K-12\) Frequently Asked Questions \(English | Spanish\)](#)
- CDC: [Considerations for Schools](#)
- CDC: [Cleaning and Disinfecting Your Facility](#)
- CDC: [Reopening Guidance](#)
- CDC: [Coping with Stress](#)
- EPA: [Disinfectants for Use Against SARS-CoV-2](#)
- FDA: [Food Safety and the Coronavirus Disease 2019 \(COVID-19\)](#)
- HHS/OSHA: [Guidance on Preparing Workplaces for COVID-19](#)
- DHS: [Guidance on the Essential Critical Infrastructure Workforce](#)

