

ISA POLICIES & PROCEDURES

Related to COVID-19

Related to State of Indiana Executive Orders &
CDC Public Health Guidelines

As approved by the Board of Directors

May 1, 2021

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Building Operations

Arrival

Upon arriving to 3959 Central, families should wait in their vehicle until approximately 3 minutes prior to their lesson. Please do not arrive significantly earlier, as waiting areas are designated only for short unpacking times immediately prior to lessons or classes. If you have open time in between classes or siblings lessons, please wait in your car and not in the studios.

Unpacking

Please bring only necessary personal items into the building needed for your lesson (do not bring food, lunch bags, bookbags, extra materials). Students will unpack in their teacher's studio, as the First Floor large room will be used for teaching during the 2021-2022 academic year.

Cleaning Procedures and Products

Regular Cleaning

Surfaces and frequently touched objects will be regularly cleaned with EPA-registered household disinfectants. (e.g., doorknobs, light switches, sink handles, countertops).

Face Coverings

Face coverings are required to be worn in the ISA building -- while passing in hallway, in the bathroom, unpacking, during private lessons and group classes. Each person should provide their own face covering, but in instances where an emergency replacement is needed, a small number of face coverings will be available to our ISA community members at the ISA building (both child sized and adult).

- Cover your mouth and nose with a cloth face cover when around others
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover when they have to go out in public
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- The cloth face cover is meant to protect other people in case you are infected.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing.

Guests at ISA Studios

- Additional guests or family members beyond the student taking a lesson and one parent/adult are discouraged from being at the ISA studios
- In the event of multiple siblings coming to ISA for back-to-back lessons, the family members are asked to sit together in the lesson room or classroom. No waiting areas will be open for additional family members or guests to sit. Studio rooms have been rearranged to accommodate this safety measure.

Personal Hygiene Practices

Wash your hands often. Teachers will wash or sanitize their hands, before each lesson, and in between lessons or classes.

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

Remote Learning for Students

Public Health Stages: In the instance where local officials declare a Stage in which in-person learning is not safe, online instruction will continue, according to the dates in our Academic Calendar. The ISA will ensure that faculty have adequate devices and platforms to use for continuity of online lessons and classes.

Self-Isolation or Exclusion from ISA Physical Environment: The ISA will use guidance from the Indiana State Department of Health to determine if a student, family or employee is required to be excluded from the physical environment of the ISA. [Guidelines are available here](#)

In the instance that an enrolled family is required to self isolate or be excluded from the physical ISA environment, lessons will continue online. The ISA Attendance at Private Lessons/Missed Lessons Policy remains intact with regard to student make ups, teacher cancellations, and teacher illness/personal days (*as outlined in ISA Parent Guidebook*).

Additional information for families regarding quarantine from the State Department of Health is available [here](#).

Remote Work for Employees

Employees exposed to COVID-19: If employees are required to self-isolate due to exposure to COVID-19, but are not currently exhibiting symptoms or are only exhibiting mild symptoms, employees have the option to work remotely.

Employees exhibiting symptoms of COVID-19: If employees are exhibiting symptoms consistent with COVID-19 and are unable to provide lessons online, ISA will continue regular compensation for any scheduled work lost during that time (up to a 14 calendar day period)

Leave beyond 14 days: employee leave beyond 14 days will be subject to standard faculty attendance policies. Exceptional circumstances may be considered by the BOD. Faculty will not be penalized for additional missed work beyond 14 days due to COVID-19.

Remote Learning - Exceptional Situations

In an exceptional situation of hardship related to COVID-19, for either a student or faculty member, the Board of Directors shall evaluate the circumstances of the unique situation and determine:

- If the teacher required to make up the missed lessons, or are the lessons waived
- If the lessons are waived, handling of parent refund (Relief Fund)
- If the lessons are waived, handling of teacher pay (Relief Fund)

Return After Exclusion

The ISA will follow the Indiana State Department of Health [Student Guidance for Return to School](#) guidelines.

Once a student or employee is excluded from the ISA environment, they may return if they satisfy the recommendations of the published guidelines.

Screening

The current CDC guidelines recommend screening all students and employees for COVID-19 symptoms and history of exposure.

Self-Screening

ISA parents and employees are required to self screen before coming to ISA using the following questions.

- I have been exposed and/or have reason to believe I have been exposed to COVID-19
- I have a fever (temperature of 100.4 degrees Fahrenheit or greater)
- I am exhibiting other symptoms consistent with COVID-19 infection (e.g., cough, sore throat, fever, chills, muscle pain, loss of sense of smell or taste, and/or shortness of breath), or
- I have been advised by a healthcare professional to self isolate due to actual or possible COVID-19 infection or exposure

Any person answering yes to any question above, or exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to ISA, and if they do come to ISA, they will be sent home immediately.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to schools in this circumstance to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells the ISA that a student is ill, the ISA may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, the ISA can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, the ISA may make additional inquiries and may exclude the person from ISA property.

Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a “hot spot” by the CDC, the district/school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

Observational/Self-Reported Screening

ISA will provide information to employees and families regarding the recognition of COVID-19 symptoms and screening. Students and employees exhibiting symptoms of COVID-19 without being otherwise explained, are prohibited from coming to ISA, and if they do come to ISA, they will be sent home immediately.

Sickness Reporting Protocol

Any member of the ISA community (employee, student, family member) is asked to report any confirmed COVID case to ISA's COVID coordinator, Sarah Beck, via email at sarah@IndySuzukiAcademy.org

CDC Guidelines for suspected/confirmed cases for the workplace will be followed [as outlined here](#), generally including, but not limited to:

- Clean and disinfect area
- Determine who has been exposed to the confirmed case, but maintain confidentiality
- Follow [Public Health Recommendations for Community-Related Exposure](#)

Social Distancing

ISA will provide spaces and procedures in which Social Distancing measures can be maintained. Individual teaching studios will be arranged to maintain social distance.

Group Class Social Distancing

- Group class schedules are set with passing time in between to minimize traffic
- The number of students per class will be limited to a safe number
- Parent seating will be designated in a social distanced manner
- Student spaces during will be assigned and clearly marked for social distancing

Tuition Relief

The ISA COVID-19 Relief Fund is an initiative of the Board of Directors to support ISA families who are most impacted by the current situation.

Funding will be provided to currently enrolled families through an application process in the form of tuition scholarships to allow students to continue to take lessons who would otherwise not be able to because of COVID-19 related loss of income.

Families may apply for short-term funding by requesting an application from Sarah Beck, Executive Director, for immediate assistance and/or assistance for the upcoming academic year.

Understanding the Risks

Special consideration can be given to vulnerable populations within the community. The CDC has identified the following individual at a higher risk for severe illness from COVID-19:

- People 65 years and older;
- People with chronic lung disease or moderate to severe asthma;
- People who have serious heart conditions;
- People who are immunocompromised;
- People with severe obesity (body mass index of 40 or higher);
- People with diabetes;
- People with chronic kidney disease undergoing dialysis;
- People with liver disease.

Please contact the Executive Director if you request special accommodation for any of the above conditions.

Voluntary Decision

ISA has put in place preventative measures to reduce the spread of COVID-19; however, the ISA cannot guarantee that participants will not become infected with COVID-19.

Participation in ISA in-person events indicates agreement to the following:

- I acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that I may be exposed to or infected by COVID-19 onsite at ISA and that such exposure of infection may result in personal injury, illness, permanent disability and death.
- I understand the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of myself and others, including, but not limited to, ISA employees, volunteers, and the program participants and their families.
- This includes and is not limited to a waiver of all claims for any and all of the following: ISA disclosure of HIPAA information; ISA safety protocols relating to ensuring the health and safety of its staff and participants; and any and all other potential claims arising under what is commonly known as HIPAA and any/all related statutes both state and federal
- My decision to be onsite at ISA is voluntary, exclusively my own, and made in full understanding and acceptance of the foregoing risks.