

Indiana Academy for Science, Mathematics, and Humanities
2020-21 School Year COVID-19 Return to School Plan & Guidelines

The Indiana Academy will continue to respond to the COVID-19 pandemic in a manner that promotes the safety of employees, students, and campus visitors, while furthering the school's mission and values. The Academy's policies and plans will also be aligned with guidance from Ball State University [COVID-19 Return to Campus Plan](#), the Indiana Department of Education, local public health officials, and the [Centers for Disease Control and Prevention \(CDC\)](#). This pandemic presents a constantly-evolving and dynamic situation, and the school's policies and plans will be reviewed and appropriately updated as more information becomes available.

I. Calendar Changes

- a. Move-in week begins on Sunday, August 9, 2020 with student peer assistants. All other junior and senior students will move in later in the week. The official move-in schedule is forthcoming. The first day of face-to-face instruction is August 17, 2020.
- b. Monday, September 7 and Tuesday, September 8 will be in-class instruction days.
- c. Monday, October 12 and Tuesday, October 13 will be in-class instruction days.
- d. Students will move out of the dorms on Friday, November 20 by 6 PM and e-learning will continue for the remainder of the semester. Counting finals week, this is 11 days e-learning of instruction. The last day of the semester is Monday, December 14.

II. Indiana Academy Mask Policy

- a. Requirements
- b. The Indiana Academy will follow [Ball State University's mask policy](#). Effective July 1, 2020, all people on campus—including faculty, staff, students, vendors, contractors, suppliers, and visitors—should wear face masks (covering nose and mouth) while inside campus buildings. Face masks are specifically required in the following situations:
 - i. When in the presence of others (indoors or outdoors) and physical distancing is difficult to maintain, such as in hallways, elevators, stairs, public spaces, and common areas;
 - ii. When in a classroom or laboratory;
 - iii. When using campus transportation (such as a shuttle bus);

iv. When multiple individuals are in a University vehicle.

Students, faculty, and staff are encouraged to bring their own mask. Masks will be provided to anyone who is unable to bring a mask or their mask is damaged.

c. Non-compliance

If a student declines to wear a face mask as required, the student will be referred to the Director of Academic Affairs or the Director of Residential Affairs. If the situation occurs in a classroom or other academic setting, it is considered a classroom management issue, and the teacher will remind the student of the requirement and give the student a chance to comply with it prior to referring the matter to the Director of Academic Affairs or the Director of Residential Affairs. Wearing masks is crucial to preventing the spread of COVID-19 to others.

III. Physical Distancing

The Indiana Academy will follow all [Ball State University guidelines on physical distancing](#):

- a. Students and employees should maintain at least a distance of 6 feet (about 2 arms' length) from other people at all times;
- b. Students and employees should avoid crowded places and avoid mass gatherings;
- c. Students and employees should refrain from entering other employees' offices and cubicles, utilizing electronic communication, where possible.
- d. Students and employees should avoid physical contact with others, such as hugging and handshakes.
- e. Students and employees should avoid those who appear to be demonstrating symptoms of COVID-19.
- f. To assist with physical distancing in dining halls, furniture has been removed and additional signage, floor markings and stanchions will be utilized.
- g. Signage has been placed throughout campus in every building, including on display boards, at time clocks, and in other highly visible locations. This signage includes CDC guidelines and other safe practices.

IV. Classrooms & Office Meetings

The Indiana Academy will take the following precautions to promote physical distancing in the classroom.

- a. Masks must be worn by faculty and students in the classroom.
- b. Class sizes will be limited to allow for maximum physical distancing.
- c. Class desks/chairs will be re-arranged for maximum physical distancing.
- d. Classrooms will be frequently sanitized.
- e. Online options will be available for students who have [COVID-19 symptoms](#) and need to leave the Academy temporarily.

- f. Asynchronous online options, delivered by Indiana Academy teachers, will be available for students who, due to COVID-19 concerns, do not wish to be in a classroom with others.
- g. Students will not be gathered in small groups with less than 6 feet of physical distancing.
- h. Face to face meetings with teachers, counselors, staff, and administrators require masks to be worn and physical distancing of at least 6 feet. Virtual meetings between teachers and students are encouraged.
- i. Plexiglass barriers are being installed in high density, public areas that involve regular face-to-face contact with others (e.g. Front Desk, attendance office, Office of Mental Health offices)
- j. Additional signage will be posted in all public places on campus, both interior and some exterior. This includes elevators, restrooms, conference rooms, lounges, and other places that individuals can congregate, as well as entry ways, benches and other exterior gathering places. Signage will encourage physical distancing and include capacity limitations.
- k. Additional floor markings will be placed at locations where lines or groups potentially can form or need to form in order to facilitate physical distancing.

V. Hallway Traffic in Burriss

Students are encouraged to quickly move to their next class. It is impossible to limit personal interactions in the hallway; however, use of masks will be required and physical distancing encouraged as much as possible. The Indiana Academy will shift the start and end time of all classes by five minutes to differentiate between the start and end time of Burriss classes. This will significantly reduce student traffic in the hallways. For example, a 10 AM Indiana Academy class will start at 9:55 AM and end at 10:45 AM.

Indiana Academy students in Burriss class and Ball State classes will be excused from being tardy if late to class due to the five-minute time change.

VI. Burriss Band and Orchestra Classes

- a. Band - Classes will be held in the auditorium where is enough space for students to be appropriately physically distanced. All students will face forward and maintain as much physical distance as practicable. Because air flow is produced while playing, the school will provide flexible face shields for flautists and possibly others to wear during rehearsal; these will be labeled with student names and will remain in the band room. Additionally, flautists will be placed in the front row. Other performers will lift or lower masks to play, as needed, but will wear masks when not actively playing. In most cases, students have their own instruments; percussionists will have their own mallet/stick sets. Shared instruments will be cleaned between use.

- b. Orchestra – Classes will be held in the orchestra room or outside. All students will face forward to promote physical distancing. In most cases, students have their own instruments; shared instruments will be cleaned between use.

VII. Burris Fine Arts Performances

To promote physical distancing, these performances will be limited to immediate family members (parent/step-parents, siblings under 18 years of age) who will be required to wear masks while in attendance. Live streaming of all concerts will be free of charge and available to all who would like to attend virtually. There will be no combined performances (i.e. orchestra and choir, band and orchestra, etc.).

VIII. Burris/Indiana Academy Theater Productions

Two productions will be offered during the 2020-21 academic year. Ball State University's Theater Education department's faculty, undergraduate, and graduate students will hold auditions for Burris/Indiana Academy students tentatively set for Aug. 31-Sept. 2 for *Jungal Book* (a more contemporary version of Disney's *Jungle Book*) with performances tentatively scheduled for Nov. 6-8. Dr. Troy Dobosiewicz has shared the one-hour performance will focus more on theatricality than staging, so less rehearsal time will be needed. Students will be responsible to create and clean their own costuming and the set will be built with very basic supplies, such as boxes, to have less contact with the actors. The spring musical will be held at a time to be determined. Live streaming of the performance will be available and a fourth Sunday evening show will be added to promote personal space when viewing the play.\

IX. Field Trips

To align with Ball State University's [Return to Campus plan](#) all fall field trips will be canceled. Spring field trip guidelines will be addressed at a later date.

X. Special Education Services:

Whether it is in-person or virtual learning, the Indiana Academy will support the needs of students while following physical distancing guidelines, recommendations from the CDC and IDOE as well as all school policies and procedures to ensure the safety of students and the learning environment. Small group and one-to-one supports through the resource room will be provided while following all approved safety measures. The Special Education team will collaborate with classroom teachers to support social/emotional and academic needs as they arise and will continue to follow all current IEP's. As changes are needed, annual case reviews, and new evaluations completed, virtual case conferences/meetings will be offered as a preference, however, accommodates can be made for in-person meetings as needed.

XI. Indiana Academy Lockers

Indiana Academy students enrolled in the Non-Residential Student Program will still have use of their assigned locker. Students are encouraged to physically distance at their locker and wait if other students are currently using the lockers.

XII. Shadow Day (September 4, 2020)

Due to the need to physically distance and minimize close contact in the classrooms, the Indiana Academy's Shadow Day on September 4, 2020 is canceled.

XIII. Parent/Teacher Conference (October 2, 2020)

The Indiana Academy's fall parent/teacher conference on Friday, October 2, 2020 will be held virtually. More information will be provided closer to the date of the conference.

XIV. Residential Facilities

The Indiana Academy will take the following precautions to promote physical distancing in the residential facilities.

- a. Following Ball State University's guidelines and during hours when visitors in rooms are allowed, there will be a limit of three (3) people allowed in a dorm room at any given time, including the resident and roommate (if a double room).
- b. Masks should be worn and physical distancing guidelines should be followed outside of the dorm rooms.
- c. Residential and Student Affairs will provide a procedural plan to request a single room. There are not enough dorm rooms to provide all students with a single room and therefore not all requests can be honored.
- d. Lounges will have signage limiting occupancy to a maximum number of people.
- e. Additional hand sanitation will be available around the building.
- f. All water fountains will be turned off. Students are encouraged to bring their own bottled water to campus. Hands-free bottle filling stations will still be operational.
- g. All residential programming will practice physical distancing or be provided virtually.

XV. Residential Single Room Request Procedure

- a. Due to the unprecedented nature of the ongoing COVID-19 situation, we anticipate and respect that some families would prefer their student be assigned a single occupancy room (no roommate) for the fall

semester. Wagoner Hall is designed to house students in double rooms. As a result, we are only able to provide a limited number of single rooms in order to provide space for all students wanting to live on campus.

- b. If you would like to request a single room assignment, please send an e-mail to blfettters@bsu.edu and pcdouglas@bsu.edu. We will work to accommodate as many requests as possible given space constraints. If you have special circumstances that necessitate a single room assignment, please include that information in your e-mail.
- c. Students who receive a single room assignment will be placed based on availability and any requests for a specific floor, SLC, or location will not be taken into consideration.

XVI. Personal Sanitation Measures

Students and employees should maintain good personal sanitation/hygiene, keeping the following in mind:

- a. Frequent hand washing is the first line of defense against the spread of COVID-19. Students and employees should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after coughing, sneezing, blowing their nose, or touching their face. If soap and water are not readily available, students and employees should use a hand sanitizer that contains at least 60% alcohol.
- b. Students and employees are encouraged to carry their own hand sanitizer and keep some in their offices/rooms.
- c. Students and employees are encouraged to bring their own water to minimize use and touching of water fountains (and to use the hands-free, bottle filling stations where available).
- d. Students and employees should minimize or avoid sharing personal items and work supplies with others.

XVII. Cleaning and Disinfecting Protocols

As it relates to cleaning and disinfecting the campus, the Ball State University has implemented the following protocols.

- a. Deep cleaning has occurred in all academic buildings as well as other facilities around campus. It will also occur at regular intervals once areas open based on occupancy and use.
- b. Open buildings are cleaned and disinfected daily at regular intervals, and as necessary based on occupancy and use.
- c. Cleaning and disinfecting of high touch surface areas (such as controls, door handles, elevator panels, railings, copy machines, etc.) occurs on a regular basis.
- d. Individual offices are/will be sanitized prior to an employee reoccupying the space, with a sign noting that this has occurred. After returning to campus,

assistance with cleaning of personal workspaces then becomes the responsibility of the occupants, though routine cleaning by the University will occur as before.

- e. Portable ultraviolet lights are used in spaces considered higher risk areas.
- f. An electrostatic disinfecting sprayer is utilized where appropriate, such as locker rooms, shower areas, shuttle buses, etc.
- g. Additional cleaning measures will be taken if the University is notified that an individual is/was on campus with a positive diagnosis of COVID-19.

XVIII. Dining Services

The Indiana Academy will follow all Ball State University dining guidelines. In-person dining areas will be adjusted in order to promote physical distancing and abide by state and local capacity guidelines. In addition, all meals will be available as to-go options in take-out containers along with individually wrapped utensils. More information is available on the [Dining Services Webpage](#) and in the [Dining Services Plan](#).

XIX. Mental Health Services

- a. Scheduled appointments will take place via telehealth. The student will be let into a sanitized office and will use their laptop for the session. The counselor/psychologist will be in their office for the session. After the session is over the counselor/psychologist will sanitize the room.
- b. For crisis/walk-in needs the student must wear a mask when meeting with counselor/psychologist. After the session has ended the counselor/psychologist will sanitize the office.
- c. All programing will practice physical distancing or be conducted virtually.
- d. We will follow all guidelines from the school and counseling psychology programs regarding training needs for the practicum students who will be working in the office.

XX. Transportation

The Indiana Academy will still provide transportation to Quick Clinic appointments and athletic practices. The number of students in a University vehicle will be limited and masks must always be worn when in a University vehicle with others.

XXI. Athletics

The Burriss Athletic Department will release guidelines and procedures for all school-sponsored athletics.

XXII. Visitors

All visitors to the Indiana Academy are expected to abide by face mask requirements, physical distancing guidelines, and personal sanitation/hygiene measures, as described in this plan. Visitor access to the building will be limited.

XXIII. Health Services: COVID-19 Symptomatic

- a. The school has a designated space, separate from the Health Clinic, where students or employees who are feeling ill are evaluated or waiting for pick up.
- b. All waiting staff and students should wear a cloth face covering.
- c. Only essential staff assigned to the room may enter.
- d. A record will be kept of all persons who entered the room and the room will be disinfected throughout the day.
- e. Strict physical distancing is required and health clinic staff must wear appropriate PPE.
- f. If a student or staff member has a fever, for any reason, they must be fever-free, without the use of fever-reducing medications, for 72 hours before returning to school. Additionally, all staff and students with fevers or symptoms associated with COVID-19 should be encouraged to seek medical attention for further evaluation and instructions. Students and staff may return before the 72-hour window has elapsed if they are approved to do so in writing by their healthcare provider.

XXIV. Health Services: Non-Covid-19 Related

Students who do not display symptoms of COVID-19 can be seen and treated in the nurse's office. These would include students who are injured during the school day or students with special health care needs such as those with chronic health conditions (i.e. - diabetes or seizures), those requiring medical treatments (i.e. - suctioning, tube feeding, or nebulizers), and those with individual health plans.

XXV. Health Screening Process Considerations - Students:

It is essential for the school community to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

State statute gives public school districts the authority to exclude students who have a contagious disease, such as COVID-19, or those liable to transmit such diseases after exposure (IC 20-34-3-9). In addition, the local health department has the authority to exclude students from school and may order students and others to isolate or quarantine (IC 16-41-9-1.6). The Indiana Academy will work closely with the local health department and the Ball State University Public Health Specialist to respond to these situations.

Self-Screening - Students must be screened by a parent/guardian before coming to school. Students exhibiting [symptoms of COVID-19](#) without being otherwise explained, are prohibited from coming to school, and if they do come to school, they will be sent home immediately. For students living in the dorms, it is not possible for a parent/guardian to self-screen a student. All Indiana Academy

faculty and staff will be trained on recognizing COVID-19 symptoms. An employee will contact the Indiana Academy nurse if a COVID-19 symptom in a student is identified.

School Screening - The school may take the temperature of students, employees, and visitors on school property on a random basis or in situations where there is reason to believe that the person may be ill. Touch-free thermometers will be used.

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 make additional medical inquiries of staff and students than would otherwise be allowed.

- a. If a parent tells the school that a student is ill, the school may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- b. If an employee calls in sick or appears ill, the school can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- c. If a person is obviously ill, the school may make additional inquiries and may exclude the person from school 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 school may exclude the student or employee from the school building and recommend that they self-quarantine for 14 calendar days.

XXVI. Health Screening Process Considerations – Faculty

- a. All faculty and staff will be [given access to identify common symptoms of COVID-19](#) and be asked to self-screen for signs/symptoms of COVID-19 before coming to school. Any person with COVID-19-related symptoms should not attend school and should contact their primary care provider or other appropriate healthcare professionals.
- b. Similarly, if an employee has been notified of exposure to someone who has been diagnosed with COVID-19 within the last 14 days, that employee must stay home. In addition, if an employee develops symptoms while at school, the employee should separate from others and leave campus in a manner that reduces any contact with others. It is imperative for employees to communicate with their supervisors in situations like these.

Employees working on campus must monitor symptoms every day before reporting to work. If a employee experiences symptoms of COVID-19 (without a separate known cause, e.g., asthma, allergies, etc.), the employee should not come to campus. The employee must stay home and contact their supervisor.

XXVII. COVID-19 Positive Test - Impact on School Operations

The Indiana Academy will follow the [CDC recommendations](#), Ball State University recommendations, and local health department recommendations when a student or employee tests positive for COVID-19.

- a. Ball State University's Public Health Specialist will be immediately notified.
- b. The Delaware County Health Department will be contacted. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions.
- c. The Indiana Department of Education will be notified.
- d. The University Schools superintendent and other Ball State University officials will be notified.

Unless extenuating circumstances exist, the school will work with the Ball State University's Public Health Specialist and the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.

The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, the Indiana Academy will consult with Ball State University's Public Health Specialist and the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as the school becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the Superintendent of Building Services at Ball State University will be informed so that impacted building areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait at least 24 hours prior to disinfecting, however, if that is not possible or if school is in session, the cleaning will occur immediately.

XXVIII. Personal Vacations – Faculty/Staff:

Indiana Academy employees and must abide by [CDC travel recommendations](#) for all travel, including staying at home and monitoring their health for 14 days after returning to the United States. This also includes any travel to U.S. states

Indiana places a travel advisory on. Consistent with the [Ball State self-certification process](#), every employee must monitor for [symptoms related to COVID-19](#) before coming to work and this must be done on a daily basis; this is particularly important after traveling.

XXIX. Personal Vacations – Families

Students who have traveled internationally will be required to stay at home for 14 days after returning to the United States to align with [CDC travel recommendations](#). This also includes any travel to U.S. states Indiana places a travel advisory on.

XXX. Room and Board Fees

Room and board fees will be reduced and based on the number of days the residential building is open.