



# FINDLAY DIGITAL ACADEMY

Where Learning Fits You™

Please read below for **NEW LAB SAFETY GUIDELINES**

We know that COVID-19 is mainly spread through contact with an infected person's respiratory droplets (such as saliva or mucus from coughing, sneezing, yelling, or talking). A person can have COVID-19 and pass it even though they show no symptoms. We know that a facility presents a unique environment for the spread of COVID-19 as an indoor setting with students and staff in close proximity for an extended period of time. This illness among people in close settings can spread rapidly among the group and then into the community. In an effort to enhance the safety of our students and staff, the following guidelines have been put in place:

- To observe to social distancing
  - we are limiting the number of students that are able to be in the lab by limiting the number of workspaces/chairs at each table and scheduling tutoring times.
    - Prior to coming to the lab, students need to call/text (567)525-1478 to schedule lab/tutoring time. Appointments will be given for a maximum of a 2-3 hour block of time. Students will be asked the subject areas they need assistance with and will be scheduled time with tutors. Students will also be asked if they prefer "in lab tutoring" or they prefer to have "virtual tutoring."
      - \*Please note, for those students who prefer NOT to come to the lab, we are continuing with virtual tutoring. Students are able to continue scheduling "virtual tutor time" by calling/texting (567)525-1478 to reserve their time.
- To encourage good hand hygiene and avoid contaminated surfaces
  - all student desktop computers have been removed from the lab. Students MUST bring their own laptop with them when visiting the lab. Students will be asked to "disinfect" their space/chair when they leave the lab;
  - plexiglass barriers have been installed throughout the lab. Students will be required to wear a mask/face covering when they are not sitting behind a barrier at their table. Re-usable masks will be distributed to students on their first visit to the lab;
  - posters are posted throughout the facility reminding students to use hand sanitizer, proper hand washing, and coughing/sneezing etiquette;
  - hand sanitizer dispensers have been installed throughout the facility to encourage good hand hygiene;
  - students are expected to disinfect their "space" and chairs when they leave the academy. The use of disinfectants will reduce the spread of any germs.
- To monitor health:
  - a health screening will be conducted prior to entering the facility. This will include answering questions about current health condition and also a body (forehead)

temperature check. Anyone with a body temperature of 100 degrees or greater will not be permitted to enter;

- we ask you to stay home if you have COVID-19 symptoms, have recently been diagnosed with COVID-19, are waiting for test results, or have been exposed to someone with symptoms or a confirmed or suspected case.

- Ongoing Cleaning:

- daily cleaning includes disinfecting of door handles, office door handles, light switches, microwave and refrigerator handle;
- restrooms disinfected daily;
- all wall hand sanitizers will be replenished and wiped daily;
- tables will be disinfected throughout the day.

- Communication: In the event that we learn that someone that had been in the lab is diagnosed with COVID-19

- the academy will contact the Hancock County Health department with the student's name and names of others who were in the lab during the same time;
- written notification of a positive test or case will be sent to the parents or guardians of all students who shared space during the COVID-19 infectious period of a student or staff member;
- the Findlay Digital Academy website has a page dedicated to "COVID-19 Reporting" where you can find the latest information. ([findlaydigitalacademy.com](http://findlaydigitalacademy.com))
- Reminder: If within two (2) days of visiting Findlay Digital Academy your student receives a diagnosis of COVID-19, we ask that you contact one of the administrators at the academy to report your diagnosis.

We will continue to monitor COVID-19 positivity rates in our county as we make future decisions to ensure the safety of our students and staff. We appreciate your cooperation in following these guidelines so that we can keep our tutoring lab open while keeping everyone safe. If you have any questions or concerns, please feel free to contact us!

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