



GUIDELINES FOR **PROM AND FORMAL EVENTS**

*Christiana High School • Glasgow High School • Newark High School
Brennen School • DAP • Delaware School for the Deaf • Networks School for Employability Skills*

www.christinak12.org/reopening

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BACKGROUND

The Christina School District, (hereinafter referred to as CSD), Prom/Formal Event reopening plan has been developed as a collaborative effort between CSD schools and the District office. The protocols outlined in this document are designed to keep students and staff safe during the event and minimize spread of the Corona virus (COVID-19).

The CSD consists of three high schools; Christina High School (hereinafter referred to as CHS), Glasgow High School (hereinafter referred to as GHS) and Newark High School (hereinafter referred to as NHS). The District is also home to several special programs to include; Delaware School for the Deaf, Networks, Brennen, and DAP.

In addition, we will be implementing the following specific procedures as our school's plan for their upcoming formal events.

VENTILATION AND SQUARE FOOTAGE

CHS - G Bld. Gym,

- a. 9125 sq. ft.,
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour.

CHS - G Cafeteria

- a. 6491 sq. ft.,
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour.

CHS - H Bld. Gym

- a. 7775 sq. ft.
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour.

GHS - Main Gym

- a. 12,333 sq. ft.
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour.

GHS - Auxiliary Gym

- a. 3831 sq. ft.
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour.

Off-site location - Waterfall - 3416 Philadelphia Pike, Claymont, DE 19703

- a. 2 rooms if needed that can be open - 6030 sq. ft. and 4872 sq. ft.
- b. Air dampers set for 20 cfm per person at capacity of fresh air entering space, equipment designed for 6 air changes per hour. - **Upgraded last year because of COVID-19.**

Note: During COVID-19 with social distancing no indoor space would be allowed to be at normal capacity. 1/3 capacity would be a maximum allowed so all spaces would have much more than 20 cfm per person of fresh air.

Off-site Location - Deerfield Country Club – [COVID-19 Updates](#)

507 Thompson Station Road
Newark, DE 19711

SCREENING PROCEDURES

72 Hours Prior to Event

All students and staff in the Christina School District attending prom will present a negative PCR and/or Antigen test to detect the presence of the COVID-19 virus. The testing process will be completed by Mako Medical, school nurse, or other appropriate testing agency. All attendees of the prom must have a negative Antigen test, 72 hours prior to the event. Anyone testing positive, confirmed by a verified test, will not be permitted to attend. The District will implement the follow COVID-19 testing process below.

Students and guests attending prom will provide evidence of a negative test result within 72 hours of the event. The PCR or Antigen test must have been administered within 7 days of the event.

Upon Arrival

All students and staff in the Christina School District attending prom will complete a daily screening process before the event. The screening process includes checking a student's/staff member's temperature and asking a series of related questions regarding symptoms and his/her potential exposure to someone who has tested positive. The District will implement the screening process below:

- Online Form and Collection
- Identical Questions
- School Specific QR Codes

Sample: Christiana's QR code for student screening code



General Process Information

- School nurse and/or trained faculty will supervise screening.
 - Check online form for screening completion
 - Assist student if form not completed
 - Verify that there are no “yes” answers.
If a student or guest answers yes to any screening questions or has a temperature > 100.4, they will be directed to immediately leave the facility.

Students or guests answering yes will be isolated from the other participants until they depart

- Record temperature in appropriate area of form
- Record of all attendees must be submitted/updated at the conclusion of each event
- Administration and advisors must keep accurate records of students that are grouped together by table. Six feet distancing will be recommended at all times with a required minimum of at least three feet.
- All records/documentation will be kept by the school administration.

GENERAL GUIDELINES FOR ALL FORMAL EVENT STUDENT ACTIVITIES

General Guidelines for all Activities

- We will publish a notice to all stakeholders outlining the risks of returning and how we intend to minimize those risks.
 - Posted at Facilities (see appendix)
 - Posted on <https://www.christinak12.org>
- All participation will be voluntary AND require testing.
- We will train and educate all adult staff working the event that may come in contact with a student on the protocols and requirements, including state and local regulations, CDC recommendations and other necessary information.
- All students and staff must wear a face covering at all times.
- If anyone develops COVID-19 symptoms while involved in any activity, that person will be immediately removed and isolated from others. Adults will leave the facility immediately. The student's parent/guardian will be called immediately for pick up.
- Students or staff will not be allowed to participate if they have tested positive and have an active infection for COVID-19 or have any of the symptoms of COVID-19. Also, they cannot participate if they have been in contact with anyone who has tested positive and has active infection for COVID-19 or has any of the symptoms of COVID-19 within 14 days. Students and staff will complete an online health questionnaire daily prior to the event, as well as, consent to providing evidence of a negative COVID-19 test at least 72 hours prior. A positive test, confirmed by a PCR test will result in the student or adult being excluded from participation. This could also impact others who have been identified as a close contact of the infected student or staff.
- If anyone is experiencing symptoms, they should stay home and not come to the event. In addition, if you are a part of a vulnerable population as defined by the CDC or DPH, you should consider not participating.
- Students and staff will complete the online Health Assessment by Noon on the day of the event. Students must also produce a Negative COVID-19 test result to be submitted at the door for entry, as well as, complete the health screening protocol.
- Upon arrival, student's will report to the designated check-in area, for the temperature check.
 - If temperature is <100.4 then the student will be directed to the appropriate event area

- If temperature is > 100.4 the student will wait for 10 minutes, masked, in a shaded area outdoors and temperature will be rechecked. If temperature remains above 100.4 they will be directed to leave campus and will wait in a designated shaded area until their transportation arrives.
- The DPH contact will be:
 - Christiana: Nurse Joy Allen-Coleman and Nurse Angel Boyce
 - Newark High School: Susan Webber
 - Glasgow High School: Kathleen Davenport
- The area will be cleaned and disinfected at the beginning, and after the event. (off-site facility will be required to meet this expectation)
- High Touch areas will be cleaned every 15-60 minutes. (Off-site facility will be required to meet this expectation)
- Students will not be allowed to enter the area until 5-10 minutes prior to the event and must exit the area immediately at the end of the event.
- Students will not be allowed to reenter after exiting the event
- Students and staff will wear face masks that cover the nose and mouth, during the entire time at the event or on campus.
- Students and adults will sanitize their hands before entering the event.
- No visitors will be allowed to enter the venue, other than pre-registered guests.
- Students are NOT permitted to bring outside food or beverages. Refreshments will be provided.
- All participants will practice social-distancing, at all times, during the event.
- Regular announcements will be made during the course of the evening to remind all participants to sanitize their hands.
- Only one individual will be allowed in the restroom at a time and designated stalls/sinks will be marked for usage.
- Any student or adult with a temperature of 100.4 or greater is not permitted to participate. Any student or adult answering yes to any of the screening questions is NOT permitted to participate. Any student or adult that has had direct contact with any person positive for COVID-19 or has tested positive themselves, is not allowed to participate and must be cleared by a qualified health professional, (MD, DO, NP) to return to participation. Any student without a negative Antigen or PCR test at least 72 hours prior to the event will not be permitted to participate.
- All guests and their parents will be required to sign the Participation Waiver on page 8.

SCHOOL SPECIFIC INFORMATION – CHRISTIANA HIGH SCHOOL

Event Date: Friday, June 4, 2021

Prom activities will be mainly located in the outer courtyard, between the G and H buildings. Some smaller group activities will also take place in the G gym, and G cafeteria.

SCHOOL SPECIFIC INFORMATION – GLASGOW HIGH SCHOOL

Event Date: Thursday, May 13, 2021

GHS: (*off-site prom location*):

The Waterfall

3416 Philadelphia Pike

Claymont, De 19703

Phone: 302-792-2600

Waterfall Square Footage Size

Room Location: Grand Ballroom

Square Footage: 6,030 sq. ft.

Room Location: Cascade Ballroom

Square Footage: 4,872 sq. ft.

[Waterfall COVID-19 Plan](#)

SCHOOL SPECIFIC INFORMATION – NEWARK HIGH SCHOOL

Event Date: Thursday, May 13, 2021

NHS: (*off-site prom location*):

Deerfield Golf Club

507 Thompson Station Road

Newark, DE 19711.

Phone: 302-368-6640

Deerfield Square Footage Size

Room Location: Grand Ballroom

Room Dimension: 107' X 81'

Square Footage: 8,667 sq. ft.

**Note: Deerfield Golf Club has already received separate approval from DPH regarding their own "Deerfield Prom Events Guidelines." NHS will be in compliance with their DPH approved guidelines.*

- Safe social distancing measures must be maintained by guests at all times.
- Tables will be arranged so that they are set a minimum of 8' apart.
- A "Safety Captain" will be provided by Deerfield for all social events, based on 1 "Safety Captain" for each 50 guests.
- In order to facilitate accurate contact tracing, submission of guest contact information to include full name and phone number or email address for all guests is required.
- Verbal reminders will be delivered by the DJ every 30 minutes (or more) restating the key dance floor policies and safety measures beginning at the commencement of dancing and concluding with the end of the event.
- Hand sanitizer bottles will be provided to each guest upon entering the event.

SCHOOL SPECIFIC INFORMATION – BRENNEN

Brennen School will contact parents and students directly with specific details regarding their events.

SCHOOL SPECIFIC INFORMATION – DAP

DAP will contact parents and students directly with specific details regarding their events.

SCHOOL SPECIFIC INFORMATION – DSD

Delaware School for the Deaf will contact parents and students directly with specific details regarding their events.

SCHOOL SPECIFIC INFORMATION – NETWORKS

Networks School for Employability Skills will contact parents and students directly with specific details regarding their events.

IMPLEMENTATION PLAN

Nurse

- A nurse or other trained professional will make Antigen testing available for students who are attending prom at least 72 hours prior to the event.
- A nurse or other trained professional will conduct temperature screening prior to attendees entering the event.
- A nurse or other trained professional will conduct the daily health screener prior attendees entering the event.
- A nurse will remain on site for the duration of the event to handle any medical emergencies and/or students who become ill or symptomatic.

Administration and Advisors

- Will assist in monitoring strict adherence to the guidelines outlined in this document.
- Will develop a plan for students who become ill while at the event to include an isolation area where the student can be monitored by the nurse until a parent/guardian arrives to take the student home.
- Will post signage, if appropriate, throughout the venue where the event is taking place.

Student Clearance to Participate

- Must provide a negative COVID-19 Antigen and/or PCR test result within 72 hours of the event. The testing must have been administered during the same week as the event.
Example below:
 - Event is on Saturday
 - Proof of Negative Test Result provided - Thursday - Saturday
 - Test must have been administered on that Sunday or later.
- Must have pre-registered and purchased tickets.
- Must complete the health screening tool the day of the event by noon and again at the door of the event.

Transportation

- Students are responsible for their own transportation to and from the event.



Participation Waiver for Communicable Diseases Including COVID-19

The COVID-19 pandemic has presented student activities across the world with a myriad of challenges. The COVID-19 virus is a highly contagious illness that primarily attacks the upper respiratory system. The virus that causes COVID-19 can infect people of all ages. Research from the Centers for Disease Control, among others, has found that while children do get infected by COVID-19, relatively few children with COVID-19 are hospitalized. However, some severe outcomes have been reported in children, and a child with a mild or even asymptomatic case of COVID-19 can spread the infection to others who may be far more vulnerable. While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, coaches, and their families.

The Christina School District (CSD) will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, DPH, as well as the NFHS and DIAA. The CSD realizes the knowledge regarding COVID-19 is constantly changing as new information and treatments become available. These recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our staff, students, and spectators.

These Recommendations include but may not be limited to:

1. Students, Guests, and Staff will undergo a COVID- 19 health screening, to include testing, prior to the event. The purpose is to check for signs and symptoms of COVID-19. It will include a questionnaire, temperature check as needed, and evidence of a negative COVID-19 test administered in the same week of the event.
2. Promote healthy hygiene practices such as hand washing, using hand sanitizer, cough in your elbow, avoid touching eyes, nose, face and mouth.
3. Intensify cleaning, disinfection, and ventilation in all facilities
4. Encourage social distancing through increased spacing, small groups, and limited mixing between groups, if feasible
5. Educate Students, Guests, and Staff on health and safety protocols
6. Anyone who is sick must stay home
7. Plan in place if a Students, Guests, or Staff gets sick
8. Regularly communicate and monitor developments with local authorities, employees, and families regarding cases, exposures, and updates to policies and procedures
9. PPE (gloves, masks, eye protection) will be used as needed and situations warrant, or determined by local/state governments. Face Coverings will be required for Students, Guests, and Staff.

I understand that participating in a Christina School District Prom, or other formal events, and activities may include a possible exposure to a communicable disease including but not limited to MRSA, influenza, and COVID-19. While particular recommendations and personal discipline may reduce the risk, the risk of serious illness and death does exist. I knowingly and freely assume all such risks, both known and unknown, even if arising from the negligence of others, and assume full responsibility for my participation. I willingly agree to comply with the stated recommendations put forth by the CSD to limit the exposure and spread of COVID-19 and other communicable diseases. I waive any claim alleging Christina School District or its agents or employees committed any act or omission that in any way caused or increased the risk of exposure to COVID-19.

Signature of Student/Guest

Date

Signature of Parent/Guardian if Student/Guest is under 18

Date

PLAY SAFELY



Wear a face covering.



Practice social distancing.



Wash or sanitize your hands often.



PLEASE STAY HOME IF YOU ARE SICK.



de.gov/coronavirus

JUEGO SEGURO



Use una mascarilla en espacios públicos.



Respete el distanciamiento social.



Lávese o desinfecte las manos con frecuencia.

⚠ QUÉDESE EN CASA SI ESTÁ ENFERMO.



de.gov/coronavirus