



# St. Paul's Episcopal School

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## COVID-19 Campus Safety Guidelines for the 2020-2021 School Year

### Introduction

We are so excited to be back on campus working with children in person again, and to ensure the safety of everyone in our St. Paul's community, there will be some changes to our procedures to minimize contact and keep germs at bay.

### Considerations for Our Campus

When SPES reopens campus, there are many levels of safety protocols that we will need to establish. *If local officials report that there are multiple cases of COVID-19 in the community, schools may need to implement additional strategies in response to prevent spread in the school, but they should continue using the strategies they implemented when there was no community transmission.*<sup>1</sup> The categories of implementation are listed here with specific guidelines being identified under each respective category.

- Daily Health Screenings
  - Hygiene and Safety
  - Modified Routines
  - Everyday Procedures
  - Facilities
  - Monitoring
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<sup>1</sup> <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>

## Daily Health Screening

While the CDC does not require schools to screen for COVID-19, SPES feels it is in the best interests of students and staff to conduct daily health screening. Health screening will be implemented as follows:

- Children will need to have their temperature taken before exiting their cars
- Temperature will be taken with infrared thermometers
- Anyone with a fever of 100.4 degrees Fahrenheit or above will not be admitted into the building.
- Anyone who is designated to take temperatures will wear PPE
- Screening questions will be asked.
- Staff will also visually check for symptoms such as flushed cheeks, rapid breathing, difficulty breathing, or fatigue.

## Hygiene and Safety

Hygiene and safety are important parts of our battle with COVID-19. St. Paul's is dedicated to providing the highest level of sanitation to our staff and students. We will be asking all who enter the building to adhere to the following guidelines:

- Frequent handwashing
  - Upon entering the classroom
  - Before and after coming into contact with food
  - Before and after administering medication
  - Before and after using the restroom or changing diapers
  - After sneezing or coughing
  - After playing outside
- Any surface used to eat on will be sanitized with a product that is safe for contact with food both before and after eating.
- High touch items will be cleaned multiple times a day, depending on the frequency of their use. These include doorknobs, handrails, light switches, sink handles, countertops, changing tables, desks, chairs, playground equipment, keyboards, and electronics.
- The following items will be cleaned and sanitized at the end of each day: counter tops, plastic toys, activity centers, doorknobs and handles, light switches, floors, sinks, faucets, and toilets.
- Water Fountains will not be used at this time. Students are encouraged to bring at least 2 water bottles daily.
- All staff will be required to wear masks and or face shields
- Students in grades 1-6 will be required to wear face masks.
- Students ages 3-kindergarten are highly encouraged to wear face masks.
- Polycarbonate table barriers will be used when students are at workstations

## **Modified Routines**

While we are striving to maintain as much normalcy as possible, the CDC recommends altering routines and delivery of instruction to better prevent the transmission of COVID- 19 in schools.

This year, St. Paul's will be implementing the following:

- Parents will no longer be permitted to enter the building
- Students can arrive no earlier than 7:30 AM
- Arrival and Pick up locations will be designated by age
  - ET- Kindergarten will be dropped off and picked up on the cow side of the building
  - Grades 1-6 will be dropped off in the church carpool lane and picked up on the cow side
  - Early pickup students will be escorted to cars

## **Everyday Procedures**

Education, especially in elementary schools, involves close proximity among students in learning spaces. Until we feel comfortable and safe gathering in large groups again, our campus will be making the following adjustments:

- Morning Town Hall meetings and morning Chapel services will continue to be held virtually.
- Students will be “batched” into their respective grade level cohorts. They will stay with this group throughout the day and will not combine with other cohorts.
- Students in classrooms will be spaced 6 feet apart
- Lunch will not be served in the parish hall, but instead will take place in classrooms.
- For those children in Pre-K and below, nap mats will be spaced six feet apart, and be asked to lay head to toe in order to further reduce the potential for spreading germs.
- Only one batch of students at a time will be permitted at recess
- Students grades 3-6 will be permitted to change classes, but all other grades will remain in their respective classrooms.
- The same social distancing and hygiene procedures that are being used during school hours will be applied to after school care

## **Facilities**

In following the recommendations of the CDC and local officials, we have improved our facilities to combat the spread of COVID -19. Our campus has made the following changes:

- Upgraded HVAC system to include air purifiers
- Creating additional outdoor spaces for structured learning or free play opportunities

- Hand sanitizing stations installed in every classroom, as well as in designated spaces throughout the building
- Each classroom has sinks in order to wash hands with soap
- Designated space to isolate any students exhibiting COVID symptoms

## **Monitoring**

While St. Paul's is putting several policies in place to prevent COVID from entering our school, we must think of the possibility of a potential outbreak on campus. Should we experience a positive case among our students or staff, we have put the following protocols in place.

- A part-time nurse will be on campus in the mornings to help with checking temperatures and watching for symptoms.
- Children who have tested positive for COVID-19 or have shown similar symptoms but have not been around a positive case should remain home for 10 days and be fever free (without fever reducing medications) and without symptoms for 3 of those days.
- Teachers and staff who test positive for COVID-19 or have shown similar symptoms but have not been around a positive case should remain home for 10 days and be fever free (without fever reducing medications) and without symptoms for 3 of those days.
- If a parent believes a student (or sibling) has had close contact with COVID-19 but is not currently sick, they should report the contact to the Head of School. The Head of School will work with the family to determine the appropriate period of isolation.
- If a staff member has had close contact with COVID-19 but is not currently sick, they should report the contact to the Head of School. The Head of School will work with the family to determine the appropriate period of isolation.
- If an individual with a lab-confirmed case has been in school, the HOS will notify the McLennan County Health Department.
- Areas where the student or staff member used will be disinfected.
- The HOS will notify all teachers, staff, and families of all students in the school if a lab-confirmed COVID-19 case is identified among students, teachers, or staff.