

# St. Paul's Episcopal School 2020-2021

The health and safety of our students and employees remain our top priorities as we continue our commitment to reopen St. Paul's on August 13 for Pre-K-8th grade and August 17 for Baby Saints and Little Saints. We are dedicated to providing our top-notch St. Paul's education, while implementing the following protocols and procedures in accordance with the guidance issued from the Louisiana Department of Health (LDH), the Louisiana Department of Education (LDOE), and the Centers for Disease Control (CDC).

***This policy is SUBJECT TO CHANGE based on guidelines recommended by the LDH and the LDOE.***

Our plans are made knowing that at any time the situation may change and adjustments may be needed as we respond to new information and guidance.

## Health and Safety

### Environmental Cleaning and Disinfecting:

1. Every hour we will be cleaning and disinfecting surfaces, bathrooms, and objects frequently touched like doorknobs, sink handles, and countertops. This will be done by custodial staff in higher traffic areas. Teachers and custodial staff will clean table tops and chairs in between student groups. We have included additional custodial staff.
2. We will schedule and follow additional procedures for cleaning and disinfection, including toys.
3. Toys will only be shared among the static group unless they are cleaned and sanitized before and after each group's use.
4. Additional hand sanitizer stations have been added throughout the buildings.
5. We have purchased a rolling sprayer for campus and a fogger for each building. All disinfecting tools will use Disinfectant 32. It is EPA registered and on the approved CDC list.

### Healthy Personal Hygiene:

1. Adults will wear masks. Students in third grade and above will be required to wear masks. Students in lower grades may wear masks. Masks should be fitted so that they cover the nose and mouth. Face shields are not a substitute for a mask.
2. Students/staff will engage in hand hygiene at least every 2 hours and at the following times –
  - Arrival and exit of the facility
  - Before and after using outdoor play equipment
  - Before and after eating
  - After using the bathroom

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## Distancing Measures

*Students and teachers/staff will be socially distanced to the maximum extent possible and appropriate to age level according to state and CDC guidelines.*

- **Signage** will be placed throughout buildings as social distancing reminders.
- Protective **shields** have been installed in front office areas.
- Desks and tables will be separated to maximize physical distancing between students. Desks will be arranged facing the **same direction**. Unused furniture and items in classrooms shall be removed to allow for extra space.
- Students will report directly to classrooms when they arrive at school.
- Cohorts of students will **stay together** throughout the day, including lunch, recess, dismissal, and After Care.
- Movement will be minimized as much as possible. We will stagger transitions during the day to **limit the number** of students in the hallway at one time, and students will use a class designated stairway.
- Playground use will be **scheduled**.
- The sharing of electronic devices, toys, books, and other games or learning aids shall be **avoided** when possible and cleaned/disinfected between users.

## Tutoring Services

- St. Paul's is limiting the location of outside tutors who work with our students to O'Ferrall Hall.
- The child's teacher will bring the student to the tutor at the time allotted for the session. They will not be able to go to the classroom to pick up or drop off the student.

## **BEFORE SENDING YOUR CHILD TO SCHOOL**

**Take Temperature:** • Families are asked to take temperatures of students daily before going to school. If your child has a fever of 100.1 or higher, they should stay home. • Families are encouraged to monitor students for symptoms which may include but are not limited to fever, cough, congestion, shortness of breath, chills, muscle pain, sore throat, new loss of taste/smell, fatigue, headache, nausea/vomiting, and/or diarrhea and seek medical guidance if the child has any symptoms. Students experiencing symptoms should not attend school.

**Wash Hands:** • Have your child wash his/her hands with soap and water for at least 20 seconds prior to arriving at school. If unable to use soap and water, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

**Pack a Mask:** • Be sure your child has a mask prior to sending him/her to school. Face coverings are required for 3<sup>rd</sup> - 8<sup>th</sup> grade students. Students in Pre-K - 2<sup>nd</sup> grade are encouraged to wear a mask.

**Pack a Water Bottle:** • Students must bring a water bottle to refill throughout the day.

## **DAILY SCHEDULE**

**Chapel** – One class at a time will be scheduled to have in-person chapel, while the rest of the school watches chapel on the screen from their classroom.

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**Lunch** – In many instances lunch will need to be in the classroom. However, some classes may be able to take turns being in O'Ferrall Hall. Purchased lunch will still be available through Pigeon Caterers.

**Recess** – Students will still receive 2 recesses; however, they will play only in their designated spot with their static group. The designated spots will rotate during the week so that everyone receives a chance, for instance, on the playground equipment. Playground equipment will be cleaned after each static group.

Visitors to campus will be restricted. For example, if your child has forgotten his/her lunch, we will greet you at the door to accept the lunch.

Outside therapists will be allowed. Screening and temperature checks must take place for the therapist and locations may be fewer.

## **Exposure to COVID-19**

The Head of School and School Nurse will work with the Department of Health to determine the appropriate response to each individual case. Because each situation will be different there is not one universal response. If a child tests positive for COVID-19 or must stay home due to exposure, the student may continue learning through the virtual plan explained previously. Below are 3 possible COVID-19 scenarios to give you examples of some possible responses:

## **COVID-19 SCENARIO RESPONSES:**

Parents **will be notified** if/when their student has been in **close contact** (defined as being less than 6 feet apart for 15 minutes or longer) with an individual who is diagnosed presumptive **positive** by medical personnel or test. This notification process is based upon current guidance from the Louisiana Department of Health.

A registered school nurse has joined our staff to help with health and safety decisions. We will be tracking faculty, and staff and students attendance on campus to make sure close contact individuals can be informed.

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## Students and Staff EXHIBITING COVID-19 SYMPTOMS at school

Student or employee exhibits symptoms but has not yet sought medical advice or testing.

<ul style="list-style-type: none"> <li>• School nurse will isolate and assess individual. <b>If contacted, parents are required to pick up the student immediately.</b></li> <li>• <b>Individual should remain home when awaiting test results and/or medical diagnosis.</b></li> <li>• School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) in case individual is diagnosed as positive.             <ul style="list-style-type: none"> <li>• Individual may return to school after                 <ul style="list-style-type: none"> <li>• 10 days from the day the symptoms first appeared <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever reducing medication</li> </ul> </li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A negative test result or documented rule-out for COVID-19 <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever-reducing medication.</li> </ul>	<h3 style="margin: 0;">Requested Documents</h3> <p>Negative test result or documented rule-out for COVID-19 required if returning <b>before</b> the mandatory 10-day isolation period.</p>
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## Student or staff POSITIVE FOR COVID-19

Student or staff is diagnosed positive for COVID -19

<ul style="list-style-type: none"> <li>• Positive employee or parent of positive student notifies the school immediately of the diagnosis.</li> <li>• School will document who was in close contact (defined as being less than 6 feet apart for 15 minutes or longer) and <b>WILL contact the parents of these students only.</b></li> </ul> <p>Individual with COVID-19 may return to school after 10 days from the day the symptoms first appeared IF symptoms have improved AND no fever for at least 24 hours without using fever reducing medication.</p>	<h3 style="margin: 0;">Requested Documents</h3> <p>Documentation of medical diagnosis/positive testing should be shared upon return to school.</p>
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## CLOSE CONTACT WITH COVID-19 POSITIVE STUDENT OR EMPLOYEE

Student has been in close contact with an individual who is diagnosed presumptive positive by medical personnel or test

<ul style="list-style-type: none"> <li>• <b>Close contact is defined as being less than 6 feet apart for 15 minutes or longer.</b></li> <li>• The individual who was in close contact to someone who received a positive diagnosis should not come to school. If the individual who was in close contact is already at school when notified of the diagnosis, the individual will be sent home. <b>Parents are required to pick up the student immediately.</b></li> <li>• If symptoms are present in contact: Individual may return to school after             <ul style="list-style-type: none"> <li>• 10 days from the day the symptoms first appeared <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever reducing medication</li> </ul> </li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• A negative test result or documented rule-out for COVID-19 <b>IF</b> symptoms have improved <b>AND</b> no fever for at least 24 hours without using fever-reducing medication.</li> </ul>	<h3 style="margin: 0;">Requested Documents</h3> <p>If symptomatic, a negative test result is required before returning back to school.</p>
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