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## **ABOUT THIS GUIDE**

The policies in this guide are to be considered as guidelines. St. Francis Episcopal Preschool, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this guide at any time without prior notice. These guidelines reflect our best knowledge at the time of writing. This document has been prepared with close consultation with the Southwest Association of Episcopal Schools, as well as the State of Texas. It is, however, entirely our own creation, and we take full responsibility for its creation and implementation. Please understand that SFES will do the best we can during this unique pandemic to ensure the safety of our staff and students. However, there is still a great deal none of us knows and we are all continually learning. We ask you to join with us as we work for the benefit of our school family.

## **Introduction**

As St. Francis Episcopal School opens for the 2020-2021 school year, we offer the following protocols and considerations to help protect students, teachers and staff and slow the spread of COVID-19. This guide is created in alignment with suggested best practices as suggested by the Center for Disease Control (CDC), state/federal health and government officials, and the Episcopal Diocese of Texas. These protocols and considerations are meant to supplement — not replace — any state or local safety laws, rules and regulations with which the school must comply.

## **Guiding Principles**

- The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- St. Francis offers intentionally small, in-person classes, activities and events.
- As much as possible, groups of students stay together and with the same teacher(s) throughout/across school days and groups will not mix.
- Personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are scheduled and practiced daily. Regarding symptoms of COVID-19, people with COVID-19 may have a wide range of symptoms. These symptoms may appear 2-14 days after exposure to the virus.

From the CDC:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms.

As more is learned, the CDC will update the list of symptoms. We encourage all parents and staff to stay informed of the CDC guidelines as they may be modified.

### **Promoting Behaviors that Reduce the Spread of COVID-19**

SFES is implementing several strategies to encourage behaviors that reduce the spread of COVID-19. These strategies help us minimize the potential of spread in our school and in our community.

### **Staying Home from Campus**

Employees and students who are sick or who have recently had close contact with a person with COVID-19 need to stay home. Showing symptoms of or having been tested positive for COVID-19 requires the student or staff member to stay home.

### **Returning to Campus**

Any individuals who themselves either:

- (a) are lab-confirmed to have COVID-19; or
- (b) experience the symptoms of COVID-19 (listed above ) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

1) In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- a) at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
- b) the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- c) at least 10 days have passed since symptoms first appeared.

2) In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

3) If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either

- (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or

(b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

### **Proper Hand Hygiene and Respiratory Etiquette**

SFES asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. We will teach/reinforce proper hand washing to all students and will monitor hand washing during the day to ensure the proper technique is being used.

In addition, multiple hand sanitizer stations are set up around campus. Students and staff are encouraged to use these stations as much as needed. SFES will also teach proper etiquette for covering coughs and sneezes. Hand washing will also take place throughout the day during scheduled times, especially:

- Before eating food
- After using the toilet
- After blowing your nose, coughing or sneezing.

### **Face Coverings**

Face coverings will be worn by visitors and anyone using common spaces (think hallways, restrooms, etc.) as feasible and are most essential in times when physical distancing is difficult. Students and staff are to avoid touching another person's face covering unless an emergency prompts such action.

### **Supplies for Hygiene, Cleaning and Disinfecting**

The school will provide adequate supplies, including soap, hand sanitizer, paper towels, tissues and disinfectant wipes. Families are also welcome to provide their children with personal/travel-sized hand sanitizer to keep in their backpack. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

### **Maintaining a Healthy Environment on Campus**

SFES is implementing several strategies to maintain a healthy environment.

### **Drop-Off and Pick-Up**

Individuals who are dropping off or picking up students will need to assist their student(s) with getting in and out of the vehicle and not come into the building. St. Francis staff will be positioned to help guide with drop-off and pick-up procedures and ensure that children are safely transitioned to or from their vehicle. At the discretion of the school, procedures for dropping off and picking up may change based on providing as safe a process as possible. Drop-off times are from 8:15 to 8:30 a.m. Students will go directly to wash their hands and then to their classroom. Classes begin at 8:30. If you arrive after 8:30 and/or the duty staff are no longer outside, please park and escort your child to the entrance and ring the bell. Pick-up time is 12:15 p.m.

### **Cleaning and Disinfecting**

We will clean and disinfect frequently touched surfaces (i.e. door handles, sink handles, etc.) within the school at least daily or between use as much as possible. Our janitorial service does clean every day with hospital-grade products.

### **Shared Objects**

Shared objects (e.g., art supplies, toys, games) will be limited when possible, used on a rotational basis, and/or cleaned between uses. We will minimize sharing of high-touch materials to the extent possible.

### **Water Systems**

Drinking fountains will be shut down. Students and staff are expected to bring their own refillable bottle to use. Water bottles may not be shared. Please make sure bottles are clearly marked with one's name. Bottles found that are not identifiable will be thrown away. We will provide opportunities to refill their water bottles.

### **Common Areas and Playground Equipment**

Distancing will be used in common areas. When distancing is not practical or possible, we will stagger use of the space. Use of the playground equipment will be limited to no more than one age group at one time. Hand washing and/or hand sanitizing is required both before and after use of the playground equipment.

**Lunch, Snacks, Birthdays** SFES will continue the tradition of classroom snacks to be brought by one family each week. SFES is requesting that snacks be purchased and sent to the school unopened.

**Lunch:** if your student is staying for Lunch Bunch, please use as many disposable lunch items as possible.

When celebrating a **birthday:** it will need to be a store-bought item that is individually packaged.

One parent with no symptoms and a mask may come to the classroom for celebration if he or she chooses.

**Nonessential visitors** will not be allowed on campus. Every visitor must check in at the front office and is subject to temperature checks and health screenings and must wear a face covering.

**Parents/family members** are discouraged from coming into the school building unless it is for a scheduled meeting or in case of an emergency.

**Cohort Classes** Our class structure and schedule will ensure that student and staff groupings are as static as possible. We will do this by limiting the mixing of student groups/classes as much as possible. We will also limit the amount of transition between spaces.

## **Notifications**

In accordance with state and local laws and regulations, SFES will notify local health officials, staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). People who have had close contact with the person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

## **Staff Training**

All staff members will be advised of all safety protocols. These include hand washing, use and storage of cleaning products, etc.

## **Recognize Signs and Symptoms**

When feasible, and at any time, SFES may conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students. Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations.

## **When/If Someone Gets Sick on Campus**

SFES is implementing several strategies to prepare for when someone gets sick.

Staff, families and students should not come to school and they should notify the Head of School if they (staff) or their child (families) become sick with COVID-19 symptoms, test positive for COVID-19 or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

When/if someone at school shows COVID-19 symptoms, that person will be immediately separated from his or her group at school. Individuals who are sick will go home or to a healthcare facility depending on the severity of their symptoms. SFES will identify an isolation room or area to separate anyone who has COVID-19 symptoms or tests positive but does not have symptoms. If an ambulance needs to be called to transport a sick person, the healthcare professionals will be informed that they may be dealing with a COVID-19 case.

## **Clean and Disinfect**

Areas used by the sick person will be closed off and will not be used until the areas have been cleaned and disinfected. Notification of Health Officials and Close Contacts In accordance with state and local laws and regulations, SFES will notify local health officials, staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). People who have had close contact with the person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

**Continued Instruction During Campus Closure** There may be times during the school year due to acute or widespread COVID-19 outbreaks when school may be mandated by local or state officials or the Episcopal Diocese of Texas to close. In this event, Kindergarten will be available online. The remaining classes will not have online teaching.

