

SJCA Health and Safety Policies for Re-opening School August 2020

The Health and Safety Team:

Eric Denton- Headmaster and Teacher

Cathy Ollic- Assistant Head and Teacher

Aaron Johnson- Athletic Director and Teacher

Kelsey Villeponteaux- Marketing Director and Teacher

Patience Mizzell- Administrative Assistant

Lorene Quattlebaum- Registrar

Melissa Gentry- School Nurse

Jeanne Caison- Board Liaison for Policies and Pediatric Nursing Instructor

Primary Goal:

To provide a safe and healthy environment for students to attend school and receive instruction in person by mitigating health risks presented by the COVID-19 pandemic.

Signage:

Signs will be posted in highly visible areas, such as the Welcome Center, Gym, Café, hallways, weight room, and restrooms that promote everyday protective measures and describe how to stop the spread of germs.

Announcements will be posted on the school Facebook page, website, and school announcements that include messages about preventing the spread of COVID-19 and other illnesses.

Directional signs will be placed in the hallways to instruct students and staff to walk on the right side of the hallways.

Markers will be placed on the floor in the café and in front of the canteen to indicate where people are to stand to maintain recommended social distancing.

Protecting students and staff with high risks for severe illness:

Adopt more flexible attendance policies for students and staff that allow for students to complete assignments at home in specific cases in which they have been quarantined for COVID-19 symptoms or exposure and staff members to work from home when applicable.

Provide E-Learning opportunities for students who are quarantined due to COVID-19 symptoms or exposure.

Monitoring students and staff for symptoms and history of exposure:

Parents and/or guardians must assess their children's health before they come to school.

School staff members will check children's temperatures and other signs and symptoms of illness before the students enter the school buildings. Any children with fevers will be sent home with their parents or guardians.

School staff members will have their temperatures checked by designated staff members upon arrival to school. Staff members with fevers or other symptoms of illness must stay home.

Hygiene practices including handwashing and the use of masks:

Teach and reinforce washing hands and covering coughs and sneezes among students and staff.

Students and staff will wash hands with soap and water or use hand sanitizer frequently, including before and after eating, when entering classes, and after direct contact with others.

Students will clean their desks with a COVID-19 appropriate disinfectant at the beginning of each class period. The disinfectant will be provided by the teacher.

All parents and visitors will be required to wear masks, have their temperatures checked, and wash or sanitize their hands upon entering the school.

Staff members who are directly interacting with parents and visitors will be required to wear masks unless they are behind a protective screen. The school will provide protective masks to adults, including visitors.

Upper School students and staff will wear masks during the change of classes and whenever in the hallways. They will not be required to wear masks in class, during lunch, or at breaks.

Students will provide their own masks.

Lower School students will be encouraged, but not required, to wear masks.

The School Nurse will wear a mask when in the presence of others.

Water fountains throughout the school will be turned off to reduce the spread of germs. Students will be encouraged to bring their own water bottles to school. Bottles of water will continue to be sold from the café.

Social Distancing:

Class sizes will be limited as much as possible to allow for student seating to be spread out 3'-6' in the classrooms when feasible.

Faculty and staff members will maintain recommended social distancing from students and other staff members whenever feasible.

Large gatherings will be limited and only held in locations that allow recommended social distancing. Remote meetings will be held as alternatives. We will continue to have weekly chapel services and practice social distancing.

Preschool students will focus more on hand hygiene, infection prevention education, adult social distancing, and spending time outside. When possible, special area teachers will come to the preschool classrooms rather than having the children travel to another classroom. PE will be the main exception. Those classes should be held outside when the weather permits.

When possible, special area teachers will come to the elementary classrooms rather than having the children travel to another classroom. PE will be the main exception. Those classes should be held outside when the weather permits.

Preschool and elementary students will continue to have daily recess. Students will be encouraged to maintain social distancing. Group work will be limited to situations in which students can maintain social distancing and wear masks.

Upper school students will be seated 3'-6' apart when feasible. Group work will be limited to situations in which students can maintain social distancing. Visits to lockers will be limited to designated times so that alternate groups of students will go to their lockers at different times. Lockers will be spaced out as much as possible.

When students are required to travel for athletic events or student activities, they will be spaced out so that they are not sitting directly beside another student. Students and staff should use hand sanitizer when getting on and off the bus.

Preschool through second grade children will eat lunch in their classrooms to create more space in the café.

Additional outdoor seating will be established to limit the number of students in the café.

Lunch schedules will be created to limit the number of students in the café at the same time

Training for Staff:

This Health and Safety Plan will be disseminated to all staff members for their review in July.

Virtual training sessions will be held with specific grade levels to review and discuss the plan in July.

The plan will be reviewed again during staff in-service days in August.

Cleaning, disinfecting, and ventilating classrooms and other areas used by students and staff:

Clean and disinfect frequently touched surfaces and objects within the school throughout the day after upper school class changes and lower school transitions and as needed.

School buses will be disinfected prior to and following use.

Employ a daytime custodian, in addition to our current evening custodial crew, to help with cleaning and disinfecting the school.

Prohibit the use of communal drinking fountains.

Install hands-free hand dryers and soap dispensers in restrooms.

Install hands-free hand sanitizer dispensers in high traffic areas.

Keep classroom doors and windows open when possible to increase circulation of outside air.

Recess and Physical Education Classes:

Hold classes and recess outside whenever possible.

Keep students spread out as much as possible.

Limit the sharing of equipment as much as possible.

Physical education teachers and the daytime custodian will clean and disinfect equipment before each class.

Engage in activities that limit the need for touching and being in close proximity to others.

Lunch and Café:

Students in preschool-second grade will be required to eat in their classrooms. They can either bring a packed lunch or order lunch from the café and have it delivered to the classroom.

The lunch schedule for students in third-twelfth grade will be created to minimize the number of students in the café at the same time. Students will be spread out at the lunch tables with at least one seat in between them and their neighbors.

Additional seating will be added outside for use during lunch periods. A protective, plexiglass screen will be installed in the serving window. Students may continue to bring a lunch from home or order from the café. Parents are asked not to deliver lunches to the school.

Morning Drop Off:

Students in preschool-8th grade who need morning care from 7:00-7:30 AM will report to Mrs. Hoffer's classroom. They will have their temperature scanned before they are admitted.

For normal drop off, students in K3-5th grade may arrive between 7:30 and 7:45 AM. The tardy bell rings at 7:50 AM.

Students in grades 6-12 may arrive between 7:40 and 7:55 AM. The tardy bell rings at 8 AM.

Student drop-off/entrance points are as follows:

- 1) K3-K5- the Pavilion gate
- 2) First and fifth grades- the small loop adjacent to the Welcome Center
- 3) Second-fourth grades- behind the gym
- 4) Middle school- the entrance in the faculty parking lot nearest their lockers
- 5) High school- the entrance nearest their lockers

Upon arrival students will be greeted by staff members, have their temperatures scanned before entering the school, and directed to their classrooms by staff members. To mitigate additional external exposure, parents and guardians will not walk their children into the school.

Afternoon Pickup and Extended Care:

Students will be picked up at the same locations where they are dropped off.

Parents of preschool children who are picking up children from extended care before 3 PM, should come to the Welcome Center. Parents who come after 3 PM to pick up children from extended care should report to the cafeteria and press the doorbell.

Extended care is available until as late as 6 PM every school day. Students will be divided into age appropriate groups not to exceed 15 students in single classroom or space.

Nonessential Visitors and Activities:

Field trips and nonessential, large-group activities will be postponed until health risks have lessened.

Nonessential visitors and activities that involve other groups will be restricted.

Parents and visitors will be discouraged from making nonessential deliveries or visits to the school.

Ongoing Communication with Families:

The Health and Safety Plan will be emailed to every family and posted on the school's website.

Regular updates will be communicated through the website, FACTS/RenWeb, email, and parent alerts.

Parents and Guardians will be encouraged to keep students at home when they exhibit symptoms of illness.

Parents and families will be prepared for remote learning if necessary.

Students, especially in grades 3-12, should have access to their own electronic device. Chrome books are recommended because of their relatively low cost and access to Google applications.

Families and school staff are discouraged from gathering in groups to help slow the spread of COVID-19.

E-Learning and Student Devices:

Teachers will utilize FACTS/RenWeb and Google Classroom to share grades and assignments with students and parents.

We are requiring that students in grades 3-12 have access to an electronic device that they can use at school and at home for research, projects, papers, and access to FACTS/RenWeb, and other apps and websites.

Students will bring their devices to school on an as needed basis, and they will also be prepared and equipped for any necessary remote learning.

Protocols for when a student or staff member exhibits symptoms of or tests positive for COVID-19:

If individuals become ill at school, they will be sent to the Nurse's Office where they will be assessed and isolated until they are dismissed with a parent or guardian.

Students and staff members who exhibit respiratory symptoms including coughing, sneezing, runny nose, fever of 100 degrees or higher, vomiting, loss of smell or taste, sore throat or other COVID-19 symptoms (see page 9) will not be permitted to stay at school.

Students, faculty, and staff who experience COVID-19 symptoms must follow the recommendations of the CDC before returning to school. **Upon returning to school, a doctor's note must be provided.** Please see "Requirements for Returning to School Following COVID-19 Exposure or Illness" at the end of this written policy (page 9).

If a student or staff member tests positive for COVID-19, the parents of the students in that class or any other students who were in close proximity for fifteen minutes or more will be notified so that they may observe and assess the health of their children.

If multiple students within a class test positive for COVID-19, that class may be designated to do remote learning during the recommended quarantine period.

When a student presents to the Nurse's Office for symptoms *other* than those of COVID-19, the School Nurse will abide by the Illness Policy noted in the Student/Parent Handbook.

Requirements for Returning to School
Following COVID-19 Exposure or Illness
August 2020

***Doctor’s note required upon return.**



COVID-19 Exclusion Guidance for Schools and Childcare

Send home or exclude children or staff with **any** symptoms of illness consistent with COVID-19. For symptoms consistent with COVID-19, reference the exclusion criteria below to determine when individuals may return.

Students and staff with symptoms of COVID-19 should be excluded from childcare or school if they have:

- Any one (1) of the following
 - Fever – or-
 - Shortness of breath or difficulty breathing -or -
 - Loss of taste or smell -or –
 - New or worsening cough
- Any two (2) of the following:
 - Sore throat
 - Muscle aches
 - Chills
 - Fatigue
 - Headache
 - Congestion or runny nose
 - Diarrhea
 - Nausea or vomiting

Has the person been clinically evaluated?	Has the person been clinically evaluated?	Has the person been clinically evaluated?	For a person not clinically evaluated who is monitoring symptoms at home	For a person not clinically evaluated who is monitoring symptoms at home
Received laboratory test for COVID-19	COVID-19 diagnosis without lab test	Alternate diagnosis or laboratory confirmed condition (e.g. norovirus, pertussis)	If experiencing symptoms of COVID-19 (see list above)	Other symptoms not consistent with COVID-19 (e.g. diarrhea, vomiting)
<p>If Positive: DHEC will provide instructions to the person and household contacts about when it is safe to return to work/school.</p> <p>If Negative: Stay home until fever has resolved, other symptoms have improved, AND either two negative tests are received in a row at least 24 hours apart or 10 days have passed since symptoms first appeared.</p>	<p>Stay home until you have had not fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p>Follow healthcare provider directions, treatment, and return guidance.</p> <p>See the School and Childcare Exclusion List</p>	<p>Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p>See the School and Childcare Exclusion List</p>

Note: Any child with any one of these symptoms should consider not attending school regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary.

July 8, 2020

Note:

Again, the goal of this plan is to provide a safe and healthy environment for students to attend school and receive instruction in person by mitigating health risks presented by the COVID-19 pandemic. If the need arises, however, the school will be prepared to offer remote instruction until school can be resumed.

These policies are meant to be flexible and fluid during the time in which significant health risks due to the COVID-19 pandemic are present. Policies that are ineffective or unnecessary will be revised or eliminated in light of any new information that becomes available. These policies are meant to be practical, feasible, and appropriate for the children of various developmental stages. The school will continue to follow the recommendations of the CDC and DHEC.