

November 23, 2020

Dear St. Andrew's Families,

I hope you and your family have a Happy Thanksgiving!

Please take some time to read our guidelines included in this document.

Continued protocols for monitoring and reporting illnesses for the 2020-21 school year:

Monitoring & Reporting

- Before the first day of on-campus school on Aug. 12 and any day thereafter, anyone (students, faculty, staff, family members) who are experiencing symptoms of COVID-19 should be tested and not arrive on campus until cleared.
- SAES families should communicate with the Head of School, Renee Nason and your child's teacher if anyone in their home tests positive for COVID-19, experiences symptoms, or is exposed to someone positive or symptomatic.
- Faculty, staff or any individual who becomes sick or experiences symptoms while on campus should notify Kathryn Fitzpatrick or Renee Nason and leave campus immediately or report to a designated isolation room until able to leave campus.
- Students who become sick while on campus will be escorted to St. Andrew's church or another appropriate location for isolation. Parents will be notified for immediate pickup.

Exposure to COVID-19

- Students should not come to school, and families should email Renee Nason immediately if they feel sick, test positive for COVID-19, or have been exposed to someone who has tested positive for COVID-19.
- Renee Nason will notify local health officials, staff, and families immediately if a student or staff member is sick with COVID-19.
- Families will be notified of confirmed illnesses occurring within the classroom; however, patient confidentiality will be maintained.
- If a student or staff member is confirmed to have been exposed or is highly likely to have been exposed to COVID-19, they will be required to self-quarantine. The length of quarantine will be in accordance with the school and CDC guidelines.
- At school, anyone exhibiting symptoms of COVID-19 will be immediately placed in an isolation room until they can be safely transported to their home or a healthcare provider.
- Sick faculty, staff and students should not return until they have met the CDC's most up to-date criteria to discontinue home isolation.
 - Students and staff who test positive for COVID-19 or are presumed to have COVID-19 (but have not been tested) will be unable to return to campus until they have had no fever for at least three days, their symptoms are improving, and at least fourteen days have passed since their symptoms first appeared.
- The school will adhere to FERPA and HIPAA requirements

Isolation Procedures

(1) Treating grades individually for COVID isolation. By keeping individual grades above Kindergarten apart from each other, a positive in a single grade will only impact that class; meaning a positive 3rd grader would only trigger isolating 3rd and not 4th as well, same for 1st

and 2nd, and 5th through 8th. **NEED CONFIRMATION FROM 1st THROUGH 8th GRADE TEACHERS BEFORE I ANNOUNCE THIS POLICY.**

(2) Isolation trigger for classmates of a student who tests positive. If a student tests positive, his or her class begins a two-week isolation as soon as we are informed. If the trigger event is a household member of a student testing positive. St. Andrew's will insist that the affected student stay home and that he/she gets tested as soon as possible. Once the school knows the results of the test, isolation will begin when/if we are informed the affected student has tested positive. The student of the positive family member would need to quarantine for fourteen days regardless of their test results.

Currently, second-degree exposure is not cause for quarantine. In other words, those exposed only to those who have been in close contact with a diagnosed case (but have not themselves been diagnosed) are not required to quarantine. For example, classmates of a girl whose brother has been diagnosed would not have to quarantine, although the sister would have to.

(3) Sibling isolation. If a household member of a family with multiple students tests positive then both students isolate and get tested and we have two grades who may or may not need to be isolated (depending on whether or not one or both students test positive). If one student tests positive without a parent/household member testing positive first, then they would begin isolation along with their classmates and we would ask the parents to keep the sibling home and get tested. We would not require the sibling's class to isolate unless the sibling also tests positive.

Screening protocols to enter campus for the 2020-21 school year

Morning Arrival & Screening Process

- Everyone entering the building will be screened upon arrival. Students will have their temperature checked in the carpool line. Anyone with a temperature of 100.4° Fahrenheit or above will result in the need to leave campus immediately.
- Late arrivals will be screened in the front office.

There will be additional hand sanitation stations and enhanced cleaning procedures throughout the campus

Hand washing

- Faculty, staff, students and visitors (limited) should wash or sanitize their hands for at least 20 seconds after entering the building and throughout the day. Soap and water or hand sanitizer with an alcohol content of more than 60 percent should be used for hand washing.
- Faculty, staff, families, and students will receive instruction and reminders on hand hygiene and proper coughing and sneezing protocol to limit the spread of infectious disease.
- St. Andrew's will provide and maintain appropriate hand soap and hand sanitizer supplies throughout campus, including hand sanitizer dispensers at all entrances, hallways, and classrooms.

Cleaning & Sanitation Practices In addition to rigorous hygiene, sanitation, and disinfection procedures already in place, special attention will be paid to the following:
All school:

- Deep-cleaning and disinfecting protocols for all St. Andrew's facilities and equipment will be guided by the Centers for Disease Control (CDC) recommendations for schools. Tim Waterfield will oversee daily cleaning.

Elementary and Middle School Materials:

- All classroom toys, supplies, materials, and manipulatives will remain in their designated classroom and be washed or sanitized daily. The sharing of supplies between classrooms will be limited.
- Each student should use pens, pencils, scissors, and other supplies designated for their sole use. Ziploc bags with name labels will be available for each child's use.
- Staff will sanitize classroom materials as needed using provided spray bottles, cloths, and EPA-approved wipes.
- No personal toys will be allowed on campus.
- Chromebooks and iPads will not be shared and will be sanitized before and after use.
- Whiteboards and markers will be wiped down at the end of the day and between classes.
- Only manipulatives that can be easily disinfected will be used and students will have their own sets.

Arrival and Dismissal:

Student grades will continue to be segmented into sub groups by school building and will remain isolated within those sub groups from morning arrival, through the school day, and during afternoon dismissal and after care. The sub groups will be:

- PK and K will stay in De la Vega Hall and their own play yard (along with the Tadpoles)
- 1st and 2nd grade will stay in second floor Kimball Hall
- 3rd and 4th grade will stay in second floor Parish Hall
- 5th through 8th will stay in Grace Hall and second floor Rueff Hall

Additionally, each grade above Kindergarten within the sub groups will also stay separate both inside and outside; 1st from 2nd, 3rd from 4th and 5th, 6th, 7th and 8th from each other.

Specific procedures:

All teachers arrive at 7:25. Each building will have its own schedule for arrival and dismissal. Meg Blevins will assist 3rd and 4th grades. Kathryn Fitzpatrick will assist where she is needed, Tim Juhas, and Melissa Blancaneaux will assist Middle School arrival and dismissal.

- Middle School will enter through the Short Street gates into the playground to allow for more social distancing. Each group will enter through a different door- (5th and 6th enter through double doors). They are to report immediately to **their specific individual classrooms.**
- 3rd and 4th will enter on Zimpel St. through Parish Hall. 3rd grade will use the first staircase, and 4th grade will use the second staircase in the back of Parish Hall.
- 1st and 2nd will enter on Oak St. **by separate staircases.**
- Honeybees and Bluebirds will have their own designated drop off area on Oak St., and they will be encouraged to avoid dropping off between 7:45-8:00.

- Students in De LaVega Hall will enter on Zimpel St. **Parents please avoid dropping off your son or daughter between 7:45 and 8:00 p.m. at the Zimple St. entrance.**

Siblings should be dropped off at the youngest student's drop off point and then walk to their entry gate **to enter with their class.**

Face Masks

Face masks are to be worn by faculty, staff, and 1st through 8th grade students. PK and K students will wear masks during transitions from one location to another and they will be encouraged to wear them throughout the day as often as possible and especially during recess and P.E. Please continue to have your children (especially the younger children) practice mask wearing during their home life, and please provide an extra mask for your child in case one gets soiled during the school day. In addition, faculty, staff, and students should refrain from wearing a mask with any type of messaging on it. The sole purpose of the mask is to keep individuals safe during this pandemic.

Morning Exercise

Morning exercise will take place virtually on Monday, Wednesday, and Friday mornings. On Wednesday mornings, a plan is in progress to livestream an Episcopal spiritual message.

Lunch

Lunch will take place in the classrooms or outside, and hot meals will be delivered to classrooms.

Water Bottle

Each student needs to bring a reusable water bottle that is filled at home with their name on it. They are to bring the water bottle to school each day. St. Andrew's is purchasing bottled water for our students. We are also accepting bottled water donations from the St. Andrew's community.

School events

All school events are either going to be virtual, postponed, or cancelled until further notice.

Absentee Policy

There will no hybrid classes but we will follow our normal absentee policy found in The Customary. Distance Learning Instruction will be provided should an entire class have to quarantine.

During COVID-19 students who are staying home due to illness must be tested. The student will stay home until they receive the test results. If it is a Negative result, the student must submit a copy of their results to the School Office and also be symptom free before they return to school. If a student receives a Positive result, the child will stay home quarantined for fourteen days. Symptoms can be anything from a runny nose, sore throat, any upper respiratory infection, gastrointestinal tract problems, fever, headache etc...

I look forward to continue implementing these important guidelines so that St. Andrew's can provide a healthy and safe education for our students as we navigate this very different school year.

With many blessings,

Dr. Kathryn Fitzpatrick
Head of School
St. Andrew's Episcopal School