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August 12, 2021

Dear St. Andrew's Families,

I hope you and your children had a wonderful summer, and we are very excited to begin the 2021-2022 school year next week. We have been busy preparing for the first day of School and of course, closely monitoring the surge of Covid-19 in our area. As always, the safety of our students, faculty, and staff is our top priority, and we will be ready to adapt to changes in patterns of COVID-19 in our community and adjust our protocols as needed. Working together, we were able to have a remarkably successful School year last year, and we are prepared to do the same this year. St. Andrew's Episcopal School remains committed to reopening safely on Wednesday, August 18<sup>th</sup>. Please know that we are following the recommendations of the CDC, as well as local and state requirements.

We ask that you take some time to read our reopening guidelines included in this document.

### **Face Masks**

The SAES face mask policy is that masks are to be worn at all times while indoors; face masks are required to be worn by faculty who teach 12 months through 8<sup>th</sup> grade, PK3/Tadpoles through 8<sup>th</sup> grade students are required to wear face masks, administration and SAES staff are also required to wear masks. Masks are not required when outdoors. Neck gaiters are not allowed for the 2021-22 school year. 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.

### **Protocols for monitoring and reporting illness for the 2021-22 School year:**

### **Monitoring & Reporting**

Before the first day of on-campus school on August 18<sup>th</sup> any day thereafter, anyone (students, faculty, staff, family members) who is experiencing symptoms of COVID-19 should be tested and not arrive on campus until cleared.

- SAES families should communicate with the Renée 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 Renée Nason immediately.
- Students who become sick while on campus will be escorted to St. Andrew's church or a safe outside location near the School Office for isolation. Parents will be notified for immediate pickup.

### **Exposure to COVID-19**

- Students should not come to School, and families should email Renée Nason immediately if they feel sick, test positive for COVID-19, or have been exposed to someone who has tested positive for COVID-19.
- Renée 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 their 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.
- Sick faculty, staff, and students should not return until they have met the CDC's most up to-date criteria to discontinue home isolation. Currently the protocol is:
- 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 without taking fever reducing medication, their symptoms are improving, and at least ten 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.

(2) Isolation trigger for classmates of a student who tests positive. If a student tests positive, his or her class begins a 10-day isolation. 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.

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. Depending on the results, we may have two grades that 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.

Faculty, Staff, and Students who are fully vaccinated will need to be tested if they are sick or have symptoms of COVID-19. If they receive a Positive test result they will need to quarantine and isolate from others for 10 days.

## 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.
  - **There will be additional hand sanitation stations and enhanced cleaning procedures throughout the campus.**

- 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:
- 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. 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.
- 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**

Students will stay with their grade level throughout the day including arrival and dismissal. All teachers will arrive at 7:25. Each building will have its own schedule for arrival and dismissal. Meg Blevins, Kathryn Fitzpatrick, Tim Juhas, Rebecca Fritz, and Melissa Lizárraga will assist teachers during this time.

- 3<sup>rd</sup> through 8<sup>th</sup> grade will enter and depart on Zimpel St. through Parish Hall. 3<sup>rd</sup> grade will use the first staircase, and 4<sup>th</sup> grade will use the second staircase in the back of Parish Hall. Two or three grade levels will spread out on Cardinal Field during dismissal. This lessens the amount of students in Parish Hall during dismissal. Teachers will ensure that grade levels stay separated during this process.
- 1<sup>st</sup> and 2<sup>nd</sup> grade will arrive and dismiss on Oak St. 1<sup>st</sup> and 2<sup>nd</sup> grade will arrive and dismiss daily using **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 the De la Vega Hall building will enter and exit on Short St.
- 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**.

### **Morning Exercise**

Morning exercise will take place virtually on Monday, Wednesday, and Friday mornings for the time being. On Wednesday mornings, a livestreamed Episcopal spiritual message will be shared with our students.

### **Lunch**

Lunch will take place in the classrooms and the cafeteria to ensure students can eat with their grade level only and have plenty of space to spread out. Preordered hot meals will be delivered to classrooms.

### **Water Bottles**

Each student needs to bring a labeled, reusable water bottle that is filled at home daily. St. Andrew's is purchasing additional water for our students who need to refill their bottle throughout the day. We are also accepting 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

In the event that an individual student must quarantine or be absent, we will follow our normal absentee policy found in The Customary. Distance Learning Instruction will be provided only when an entire class has to quarantine.

All 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 the result to the School Office and also be symptom free before they return to school. If the student receives a Positive result the child will stay home quarantined for 10 days. If a student or students is exposed to someone testing positive in their household the students need to quarantine 10 days. Symptoms can be anything from a runny nose, sore throat, any upper respiratory infection, gastrointestinal tract problems, fever, etc.

I look forward to implementing these important guidelines so that St. Andrew's can provide a healthy and safe education for our students. We will continue to follow the recommendations of the CDC, as well as local and state requirements throughout the year and adjust our plans and protocol accordingly. Thank you for your continued support as we come together to make the 2021-2022 school year a great one for our students.

With many blessings,  
Dr. Kathryn Fitzpatrick  
Head of School