

HEALTH AND SAFETY GUIDELINES

COVID-19 Response Plan

August 17, 2020

All CDC and SNHD guidelines and protocols will be followed as much as feasible. The school will consistently remind and communicate to staff, students, and parents the importance of following health and safety guidelines to stop the spread of COVID-19 including all protective measures, social distancing, regular hand washing, and wearing face coverings. Appropriate signage will be used in all classrooms and common areas. These guidelines remain fluid and will be amended based upon any change in circumstances or state mandated regulations. Staff, student, and parent safety will be our highest priority.

CAMPUS ACCESS

It will be vitally important that parents are supportive of the measures taken to protect students and staff on campus. Parents may enter the campus but must wear face coverings and practice social distancing from staff and fellow parents. Parents are also encouraged to depart promptly both before and after school. Please note the following additional campus access measures:

- Campus will open at 7:45AM and close at 4:00PM.
- Parents will have limited access to classrooms and school buildings.
- Parents may not enter their child's classroom without a scheduled appointment.
- Volunteers and guest speakers will not be scheduled at this time.
- Kinderschool parents may transition through the lobby for drop-off or pick-up from their child's classroom door.
- Parents are encouraged to pick-up promptly at the end of the school day.
- Campus visitors will have very limited campus access and will be temperature checked upon arrival. Visitors will also be questioned regarding any potential exposure and be required to wear face coverings.
- Playground and play equipment will be closed for use before and after school.
- Library will be closed before and after school.
- The Student Store will be closed before and after school.

HEALTH SCREENINGS AND REPORTING

Health screening is a critical component of our school health and safety plan. The school has a full time Registered Nurse that will be responsible for responding to all COVID-19 concerns for students and staff. All staff and students will have non-contact temperature checks daily at all points of campus entry. Parents must keep their children home if they don't feel well or have a temperature. Any student or staff member with a detected fever, cough or shortness of breath will be sent home until they are tested for COVID-19 or cleared by a physician.

In the event of a student or staff member being diagnosed with COVID-19 the school will adhere to the following guidelines:

- The person diagnosed with COVID-19 must follow the CDC symptom-based strategy.
- Home isolation for a minimum of 10 days have passed since the onset of symptoms.
- At least 24 hours have passed since the resolution of fever without medication.
- All other symptoms have improved.
- Discontinuation of home isolation must be verified and approved by the school nurse.
- Isolation areas will be available for anyone exhibiting COVID-19 symptoms during school hours.
- SNHD officials, families and staff will be notified immediately of any possible case of COVID-19 while maintaining individual confidentiality.
- The school nurse will inform those affected students or staff who have had close contact to a person diagnosed with COVID-19 to follow all CDC protocols including quarantine for 14 days or until they test negative to return.
- Areas affected by the diagnosed person will be closed off and not used until completely disinfected.
- SNHD officials will be consulted for all necessary protocols and possible building or school closure.

PREVENTATIVE MEASURES

Social Distancing Strategies

The nature of the school environment and the interaction of children will be a challenge with respect to social distancing. We understand children are certainly going to be social and with that, we hope to maintain as much normalcy as possible. We will however continue to both educate and encourage safe distancing practices at school to the best of our ability. In order to promote a safe and healthy learning environment the school will follow these guidelines:

- All student desks and tables will have protective screening and be spaced as far apart as feasible.
- All class groups are cohort in nature and there will be limited mixing between groups.
- Movement of students on campus and in buildings will be done with social distancing measures as much as is feasible.
- Recess times, activities and playground usage have been restructured and modified to maintain cohort groups.
- Middle School class change has been staggered to make the hallway one-way.
- Kinderschool cots for naptime will be placed six feet apart or positioned head to toe.
- Larger rooms such as the Multipurpose Room and Gymnasiums will be divided into appropriately usable spaces.
- Middle school lockers will not be used.
- No large group activities such as lunch, field trips, assemblies, etc. will be organized at this time.
- No after school sports, clubs or student activities are scheduled at this time.
- No Kinderschool Extended Care or After School Program for Elementary or Middle School students can be scheduled at this time.

Face Coverings

In order to help prevent the spread of the COVID-19 virus the school will adhere to the use of face coverings for staff and students. All staff members are required to wear face coverings on campus.

- All Kindergarten, Elementary and Middle School students are required to wear recommended cloth face coverings.
- Preschool and Pre-Kindergarten students are highly encouraged to wear face coverings but must wear face coverings entering and leaving school or transitioning outside the classroom.
- Students are encouraged to keep an additional face covering in their backpacks.
- Face coverings with vents or filters are not allowed.
- All face coverings must be plain or patterned with no inappropriate pictures or sayings.
- Student face coverings may only be removed briefly in class when seated at a student desk with protective screening for water, snacks or lunch.

PREVENTATIVE MEASURES

Increased Sanitation

The school prides itself on maintaining a clean and immaculate campus. All aspects of school sanitation will be increased significantly to help prevent the spread of COVID-19. Disinfectant cleaning supplies will be available for use in every classroom. Regular cleaning of desks and all frequently touched surfaces such as tables, door handles, sinks, faucets, and countertops will be done with recommended disinfectants. Enhanced cleaning and disinfecting of commonly touched surfaces will be done nightly by cleaning professionals. Additional increased sanitation measures include:

- The school has hired additional maintenance staff to clean and disinfect during the school day.
- Any classroom used by multiple class groups will have all commonly touched surfaces such as desks and tables disinfected between use.
- All keyboards will be disinfected in between use.
- Educational materials used by multiple students will be cleaned and sanitized as often as feasible.
- All playground equipment will be disinfected regularly during the day.
- All restrooms will be disinfected throughout the day and nightly.
- The school has outfitted all restrooms with no touch faucets and paper towel dispensers.
- All air filters have been upgraded and units sanitized.
- All classroom and common areas are equipped with hand sanitizers.
- All drinking fountains have been removed and touchless water bottle fillers have been added in multiple locations.

Hygiene Practices

Personal hygiene practices will be reinforced and consistently promoted throughout the school day. Staff and students will be encouraged to wash their hands frequently with soap and water rubbing vigorously for at least 20 seconds. Staff and students will be directed to wash their hands or use hand sanitizer prior to entry of any school buildings. In addition:

- Students will be scheduled to wash their hands or use hand sanitizer after recess, before lunch and at any time prior to returning to the classroom.
- Students will be directed to regularly use hand sanitizers available in all classrooms and common areas.
- Students in Kindergarten through eighth grade are also encouraged to have their own personal hand sanitizer.
- Staff will encourage students to avoid touching their eyes, nose, or mouth with their hands.

ADDITIONAL MEASURES

Arrival and Dismissal

Parents must understand the interaction of students is ultimately unavoidable in certain situations. It is vitally important that we promote social distancing and limited mixing of student groups as much as feasibly possible during these times. Parents that are on campus at any time are not allowed in the classrooms, must maintain social distancing and not congregate. In order for our dismissal procedures to work effectively parents must adhere to all respective times and parking locations as well as depart promptly. **Campus will open at 7:45 and students must go directly to their classroom or first period homeroom. Parents may not schedule early pick-up during the final 30 minutes of the school day.** It is vitally important that parents follow all arrival and dismissal procedures:

Kinderschool

- Kinderschool parents must pick-up from their child's classroom at their assigned times.
- Kinderschool pick-up times: Preschool 2:40PM, Pre-Kindergarten 2:45PM, Kindergarten 2:50PM
- All Kinderschool students should be picked up from their classroom promptly at the set dismissal times but no later than 3:15PM to avoid late fees.
- Kinderschool assigned parking area for pick-up: Red Rock Street.

Elementary School

- Elementary School parents must pick-up from their child's classroom at their assigned times.
- Elementary School pick-up times: First Grade 2:50PM, Second Grade 3:05PM, Third Grade 3:20PM, Fourth Grade 3:05PM, Fifth Grade 2:50PM.
- Elementary parents with siblings may pick-up their children at the earliest sibling pick-up time.
- Elementary School assigned parking areas for pick-up: Red Rock Street for First, Second and Third Grade and Jones Blvd. for Fourth and Fifth grade.
- All Elementary School students should be picked up from their classroom promptly at the set dismissal times but no later than 3:30PM to avoid late fees.

Middle School

- Middle School parents must pick-up from their child's outdoor locations at their assigned times.
- Middle School pick-up times: Eighth Grade 3:32PM, Seventh Grade 3:37PM, Sixth Grade 3:42PM.
- Middle School assigned pick-up areas: Eighth Grade Jones Blvd., Seventh Grade Red Rock Street, Sixth Grade Jones Blvd. Parents are encouraged to remain in their cars and use the car lanes for pick-up.
- Middle School students should be picked up promptly at their dismissal time but no later than 4:00PM to avoid late fees.

Late Fees

- Late fees will be assessed for non-compliance of the scheduled pick-up times.
- First offense is a warning. A second offense warrants a late fee of \$5.00 a minute. A third offense warrants a late fee of \$10.00 a minute.

ADDITIONAL MEASURES

Lunch/Water/Snacks

In order to meet the mandated limits of students allowed in one location the use of the multipurpose room for Elementary and Middle School lunch will be suspended. All students will eat at their desk in each respective classroom. In addition:

- All purchased meals from Better Lunch will be packaged in individual portions and delivered to the classrooms.
- Students will be required to bring their own water bottles or bottled water. Water bottle fillers will be available for student use.
- Elementary students will eat snacks in class before recess.
- Middle School students will eat any snacks in the classroom immediately after any class change.
- The only birthday treats allowed to be distributed at school this year are individually packaged single serving bagels, cookies, cupcakes, brownies, mini-donuts or a healthy fruit choice.

Quarantine Accommodations

Should there be a diagnosis of COVID-19 with a student or staff member the school will follow all CDC/SNHD protocols for quarantine accommodations and testing. The following accommodations will be provided:

- Parents will be notified immediately, and detailed information provided for those affected students regarding quarantine for 14 days or until they test negative to return.
- The classroom or building will be closed for two days to be disinfected.
- The respective Kinderschool or Elementary School teacher and class or Middle School grade levels will temporarily move to the Remote Learning Platform which includes all the regular curriculum.
- Students will receive live, interactive lessons daily with additional recorded videos provided to reinforce concepts taught. Teachers will also provide daily office hours for questions.
- As with any long-term absence, only the minimum amount of assignments necessary to understand the concepts will be required.
- All assignments will be submitted either online or upon return to school. At that time, arrangements will be made for students to take any necessary modified tests or quizzes.
- Teachers will also provide any special grading accommodations for assignments and tests as deemed necessary.