



St. John's Episcopal School  
Reopening Plan for 2020-2021

St. John's Episcopal School, Proudly Celebrating  
65 Years in Episcopal Education and 55 Years as a Carden School

## Introduction

As St. John's Episcopal School opens for the 2020-2021 school year, we offer the following protocols, guidelines and considerations to help protect the St. John's family. The health and safety of the students, teachers, administrators, and staff as well as slowing the spread of COVID-19 is of utmost importance. This guide is created in alignment with best practices as recommended or mandated by

- Texas State Governor Greg Abbott
- Centers for Disease Control (CDC)
- Texas Department of state Health Services (DSHS)
- Texas Education Agency (TEA)
- Southwestern Association of Episcopal schools (SAES)
- Texas Private School Association (TPSA)
- American Academy of Pediatrics (AAP)

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

- Make every effort to protect the health and safety of students and staff
- Adhere to guidelines established by local, state, and federal authorities
- Uphold the high-quality education and support families expect from St. John's, regardless of the learning context
- Face to face instruction offers the best academic and social-emotional support for students
- The more people a student, staff member or family member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread
- To the best extent possible, the following procedures can reduce, but not eliminate, the risk of spreading COVID-19
  - Limit class sizes
  - Maintain social distance of at least 6 feet apart and do not share objects
  - Utilize and practice daily handwashing, entry/exit checks, and wear face coverings
  - Respect others and self by staying home when sick

- Screen all individuals prior to campus entry
- Restrict access to campus to those essential to school operations
- Thorough daily environmental cleaning and disinfection

## **General Guidelines**

### **Masks (Face Coverings)**

**Schools are required to comply with the governor’s executive order regarding the wearing of masks.** For the purpose of this document, “masks” include non-medical grade, disposable face masks that cover the nose and mouth.

Face coverings are meant to protect others in case of asymptomatic wearers who are unknowingly infected.

A face mask may not have a valve or vent. The valve or vent allows the exhaled air to be released unfiltered.

- At this time St. John’s is requiring 1st-8th grade students and all faculty and staff to wear masks. Preschool 3’s-Kindergarten students, while not required, are strongly encouraged to wear masks.
- Parents must supply student masks. However, if a mask is forgotten or breaks, a medical grade mask will be supplied for the day.
- The sharing of masks is prohibited.
- Masks may be removed while eating and/or drinking, or during times of exercise when there is 6’ spacing.

### **Temperature Assessment**

- Temperature checks will be administered daily by faculty/staff upon arrival to the school. Infrared thermometers will be used and those with fever of 100.3 will not be admitted to school that day.

### **Hygiene**

St. John’s asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. An instructional video is posted on the school’s website, and students will be taught proper hand washing technique at school.

- St. John's students, faculty and staff will be required to perform frequent hand washing throughout the day.
- Teachers will review proper hand washing with the students.
- Hand sanitizer is available in all rooms and common areas of the school.
- Foot door pulls will be attached to doors in order to avoid using handles.
- All faculty and staff will be required to wear masks at all times.
- Hand sanitizing stations will be at all entry points on campus and each person will be asked to use them as part of the entry procedure.
- Students, teachers, staff, and campus visitors are to sanitize and/or wash hands frequently, especially:
  - Upon entry/exit
  - Before eating food
  - After using the toilet
  - After coughing, sneezing, or blowing one's nose.
- Proper etiquette for covering coughs and sneezes will be taught. This includes:
  - Using a tissue or elbow
  - Washing hands or using hand sanitizer after a cough or sneeze
- School will provide adequate supplies, including soap, hand sanitizer, paper towels, tissues, and disinfectant wipes.
- Families are welcome to provide their children with personal/travel sized hand sanitizer to keep in their desk. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

## **Cleaning and Disinfection**

- We will have cleaning staff disinfect common areas and restrooms throughout the day. All classrooms, restrooms, offices and other common spaces will be disinfected with an EPA registered disinfectant which has demonstrated effective against COVID-19. Disinfectant will be used on all contact surfaces.
- UV disinfecting lights will be used in classrooms and common areas after students have left for the day. This equipment will be used by trained personnel when classrooms are not occupied.
- Each teacher is supplied with cleaning supplies

- When cleaning supplies are used, spaces will be properly ventilated.

## **Ventilation and Air Quality**

St. John's will ensure that our ventilation systems operate properly and are cleaned. We will also increase circulation of outdoor air as much as possible, for example by opening doors or windows. We will NOT open doors when doing so poses a safety or health risk to children and staff.

## **Water Systems**

Drinking fountains have been shut down. The school has filtered water bottle filling stations on campus. 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.

## **Hallways**

- Faculty will enforce social distancing in hallways and signs or tape may be used to help designate traffic patterns.

## **Campus Visitors**

- Campus visitors, including parents, will not be allowed on campus for the foreseeable future. Only St. John's employees, staff, students and essential workers will be allowed onto the campus. While we understand the restriction on visitors to campus will cause disappointment, we pray the restrictions will be temporary.
- In the event you need to pick up a sick student, check in with the school office and the student will be brought to you to be signed out. Please remember to wear a mask when you enter the office entry.

## **School Calendar**

- At this time, there are no planned changes to the start and end dates on our school calendar. All major holiday breaks will remain the same.
- We regret that we must cancel our Open Houses, fall Book Fair, luncheons and pageants. We recognize these events are cherished by all of us, but we must prioritize the safety of our school community.

## Campus Operations

- Drop off times are from 7:30-8:30 in the gym, not the office. When dropping off a student parents are asked to remain in their cars. Students will be screened before exiting their cars. If no symptoms are present, students may enter the gym and proceed to the handwashing stations prior to sitting with their class.
  - Pre-School 3's-Kindergarten will go to designated rooms before class.
  - At 8:00am Middle School students will proceed to their classrooms.
  - At 8:15am 1st-5th grade teachers will accompany students to their classrooms.
  - At 8:25 Pre-School 3's-Kindergarten teachers will accompany their students to class.
- Late arrivals-students arriving after 8:30 will be escorted by a parent to the office for a temperature check and parents will sign them in. Students will not be allowed entry without an adult.

## Student Pick-Up Times and Locations

Parents-please do not exit your cars. Students will be accompanied by a staff member to your vehicle.

- **Pre-School 3's** not staying for extended day will be picked up at the gym entrance from 11:45-12:00noon.
- **Pre-K 4's** not staying for extended day will be picked up at the office entrance 11:45-12:00noon.
- **Kindergarteners** not staying for extended day will be picked up at the gym entrance 2:30-2:45.
- **1st graders** not staying for extended day will be picked up at the gym entrance from 3:00-3:15.
- **2nd graders** not staying for extended day will be picked up at the office entrance from 3:00-3:15.
- **3rd graders** not staying for extended day will be picked up at the teacher parking lot entrance from 3:45-4:00.
- **4th graders** not staying for extended day will be picked up at the office entrance from 3:45-4:00.
- **5th graders** not staying for extended day will be picked up at the gym entrance from 3:45-4:00.
- **Middle School Students** not staying for extended day will be picked up at the gym entrance from 4:00-4:15

## Extended Day

- St. John's will continue to offer Extended Day.

- Students will be required to wash their hands before and after participating in Extended Day.
- All school rules and procedures will be followed for the student's health and safety.
- Parents will come to the school office to sign out Extended Day students who will then come to the office to be picked up. In the event several parents have arrived at the same time, social distancing will be mandatory.

## **Classrooms**

- To support a healthy campus, Pre-School 3's-5th grade will remain in their primary classes for all daily instruction. The exception will be recess and PE. Specialist teachers (art, Spanish, and music) will meet with the students in their primary (home) classrooms.
- Kindergarten-8th grade classrooms will have desk dividers on desks to create a protective barrier. All desks will be aligned in rows facing the front of the classroom with the maximum space between desks the rooms will allow.
- Hand sanitizer is available for use in all classrooms.

## **Shared Objects and Personal Items**

- School supplies will not be shared among students. Each student will have his or her own container of supplies. If supplies must be shared, it will be limited.
- There will be limited use of supplies and equipment by one group of children at a time and clean, store, and disinfect between use. This includes, but is not limited to the gym, PE equipment, art equipment, toys, books games, and learning resources.
- Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers, or other areas.
- Student storage and access to storage areas will be organized to maintain social distancing requirements.

## **Lunch**

- Students will have the option of bringing their own lunch or ordering through the vendors on the monthly menu (which will begin in September). All lunches will be delivered to classrooms.
- Students will need to bring their own water bottle each day.
- Unfortunately, parents may not eat with their child while we are the current guidelines for opening schools.
- Students will not be allowed to share food.

- In the event a student would like to share a special snack (cupcakes or cookies) with the class in celebration of a birthday, the teacher will wear gloves when passing out the snack.

### **Teaching/Instruction**

- Although some aspects of the school day will feel different for our students, we are committed to providing a fulfilling experience at St. John's. Our goal is to start the school year with all students and teachers in classes on campus while carefully adhering to health and safety protocols.
- We are committed to on-campus, in-person instruction, but we are also planning for teaching/learning scenarios in which some students and/or staff may be unable to attend class, as well as the possibility of mandated school closure.

### **Modified Classroom Layouts and Guides**

- Seating and desks will be spaced to meet or exceed social distancing guidelines in all classrooms, and common areas. In addition, seating will be organized so children are not directly facing each other.
- Social distancing guidelines call for people to be separated by 6 feet.
- Class sizes are limited and are based upon the square footage of the room.
- Physical guides (i.e. tape on floors, signs on walls, barriers, etc.) may be put in place to help ensure that staff and children adhere to social distancing regulations.

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

- Proper distancing will be used in common areas. When distancing is not practical or possible, the schedule has been adjusted to stagger the use of the space.
- The use of playground equipment will be limited to small groups of students. Hand washing is required both before and after use of the playground equipment.

### **School Hours**

Pre-School 3's and Pre-K 4's: 8:30-11:45

Kindergarten: 8:30-2:30

1st and 2nd grades: 8:30-3:00

3rd-5th grades: 8:30-3:45

Middle School: 8:00-4:00



## **Technology**

Due to social distancing we will not be offering computer classes. Once it is safe to do so, computer classes will resume.

## **Software Tools**

### **Google Accounts and the G Suite for Education**

- A Google account will be created for each student in Grades 1st -8th. The account provides supervised access to the G Suite for Education. The G Suite for Education is a collection of secure online tools that include: Gmail, Docs, Sheets, Drawing, Classroom, and others.

### **Student Email**

- The student Google account provides a secure and supervised email account. This email account is used to verify student identity and grant access to the G Suite tools and other instructional tools. Functionality of the email account will vary by grade. 1st - 5th grades will not have use of the email functions. Communication with younger students will be through a Learning Management System (LMS) such as Google Classroom.

### **Google Classroom**

- Google Classroom is a Learning Management System (LMS). All teachers of students in 1st - 8th grades will have the ability to manage a Google Classroom for their students. Students will join classes and their parents/guardians will receive an invitation to receive summaries of class activity. Instructions on how to access your child's account will be communicated to you in the beginning of the school year. Each student will also be trained when they return in the fall on the procedures of accessing and using Google Classroom and other G Suite tools.

### **FACTS/RenWeb**

Facts/RenWeb is St. John's Student Information System (SIS). This student database provides scheduling, attendance, grading, progress reports, report cards, and communication tools.

### **Other Technology Tools**

Teachers may use other apps and websites to support learning and instruction. These tools may include but are not limited to the following:

EdPuzzle

Kahoot

Quizlet  
Flipgrid  
Khan Academy  
Zoom

### **Common Areas and Playground**

- Proper distancing will be used in common areas-gym, Angel Hall, and playgrounds. When distancing is not practical or possible, the schedule will be adjusted to stagger the use of the space.
- Use of the playground equipment will be limited to small groups of students. Hand washing is required both before and after use of the playground equipment.
- Students who are actively exercising may remove masks, as long as they maintain at least six feet of distance from other students who are not wearing masks.

### **Chapel**

- Although we will not be able to convene in the church for Chapel, we are committed to providing this important component of our program. Therefore, students will participate in Chapel in their classrooms through live -streaming or prerecorded lessons.
- Communion is a cherished part of St. John's chapel services. However, due to distancing and health guidelines, communion will not be observed until the Diocese, as well as health guidelines, permit it to be served. Until then a Spiritual Communion prayer will be offered during the communion moments.

### **Athletics**

Currently there is not a protocol for a return to 5th and 6th grade fall basketball, winter volleyball, or 1st-8th grade track in the spring. Once guidelines are established by TEA or the state for after school sports parents and students will be notified.

### **Special Area Classes**

- We recognize the importance of our fine arts programs. As of this publication choir and music classes (without singing) will be taught in the classrooms with special emphasis on the non-singing aspects. Because band and song flutes cannot be practiced together at this time, St. John's will adhere to guidelines as they are communicated to us.
- Spanish, art and library teachers will also travel to classrooms in order to continue the pull-out classes.

## **Health and Wellness**

- Our return to campus will require shared responsibility among all St. John's Episcopal School families in supporting the SJES health and safety protocols. We are relying on parents to keep their children home when they are not feeling well. We will be educating our students with explicit instructions on health and safety procedures.
- We view the use of face coverings as an important way that our community can slow the spread of the virus and protect one another. We will follow recommendations from the CDC and local government. Due to the fluid situation, specific information on face-covering protocols will be communicated to our families. Please prepare your 1st-8th grade child to use a face covering for all or part of the school day. Again, while not required, preschool students are strongly encouraged to wear face masks.
- An isolation area is being prepared to care for any student exhibiting potential COVID-19 symptoms while at school. Mrs. McDoniel or Mrs. Kirk will stay with the child until a parent arrives to take them home.

## **Maintaining Healthy Campus Operations**

St. John's is implementing several strategies to maintain healthy campus operations.

### **Regulatory Awareness**

St. John's will maintain active awareness of local or state regulatory agency policies related to group gatherings to determine if events can be held.

### **Health Screening**

- The entry protocol for anyone entering the St. John's campus includes a health check that includes answering questions regarding symptoms and a temperature check.
- All visitors must wear masks upon entering the school office entrance.
- Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. St. John's will be guided in this practice by the screening methods set forth by the CDC, TEA, and state and local health departments.

### **Events, Field Trips, and Visitors**

- All school or large group gatherings and events are being restructured or postponed to adhere to regulations and school safety procedures.
- Due to restrictions on destinations and limitations on transportation due to social distancing, field trips and school trips will be postponed, revised or suspended.

- Visits to campus will be limited to those essential to daily school operations. In the event there is a scheduled meeting or an emergency, visitors must check in at the school office and are subject to temperature checks, health screenings, and must wear a mask.

### **Class Groupings**

Our class structure and schedules will ensure that student and staff groupings are as stationary as possible without compromising the educational experience. 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 and plan transitions to reduce risk.

### **Staff Training**

All staff members will be trained in all safety protocols. These include hand washing, use and storage of cleaning products, transitions, and class setup for social distancing. All faculty and staff are required to wear masks during the school day.

### **Supporting Students Who Are Not On Campus for Limited Times**

If members of our school community cannot be on campus temporarily due to extenuating circumstances, St. John's will continue to serve these students' needs through online instruction and support.

### **Campus Closure**

There may be times during the school year due to acute or widespread COVID-19 outbreaks when school operations must move off campus for an extended period.

Examples of such situations include:

- Directions by local, state, or federal officials to close school campuses
- An outbreak in a class that requires a grade level, or grade levels, to stay at home based on the guidance in this document
- A decision by the Board of Trustees and school administration to move to distance education

### **Distance Learning: St. John's Online**

The goal of SJES Online is to provide the whole-child education parents expect from SJES to students who cannot be on campus due to campus closures.

## **Guiding Principles of St. John's Online**

The following principles guide the St. John's Online program.

- Whole class instruction, discussion, feedback, and check-ins are important and support our relationship-based approach to learning. Teachers will check in with the whole class using video conferencing technology (Zoom, Google Meet, etc.) and the Google Classroom interface.
- One-on-one personalized guidance is also a critical piece to the St. John's program. Teachers will also set up live help sessions using the same video conferencing interface as with the whole class.
- Teachers will teach the grade level curriculum and the topics contained therein.
- Class meetings, extra help sessions with teachers, and pre-recorded lessons will be incorporated in a daily schedule. The lengths of each scheduled activity depends on the age of the student and nature of work to be completed.
- St. John's Online will schedule times and activities to invest in the spiritual, social, and emotional well-being of students.
- Parents are not expected to provide primary instruction. Teachers are responsible for instruction, first tier academic support, and assessment.
- Time management can be a challenge for students, and in distance learning there are not as many built-in reminders about upcoming due dates as there are with on-campus instruction. In addition to the support provided by teachers, students will need parental help with keeping track of assignments, due dates, and similar skills related to executive function and time management.
- We will ensure open lines of communication between teacher, student, and parent as we work together to ensure each student is challenged intellectually and supported emotionally.
- Parents will have access to Google Classroom as well as their student's grades through their Parent Portal Account in FACTS.
- All video conferencing sessions will be done in a safe and appropriate manner. We will utilize safe practices at all times. This includes being professionally dressed, professionally presentable, and holding sessions in a public setting on one's home. Video sessions cannot be done in a person's bedroom, bathroom, or another space that presents a challenge with potential professional boundary issues.
- Students are expected to attend class and complete assignments as attendance and grades will be taken.
- Traditional testing and grading techniques may be adjusted as necessary to best address the needs of the class

- Video sessions may be recorded and posted to Google Classroom or to a private YouTube channel in order to preserve the lesson or support the needs of students who benefit from the ability to rewatch a session.
- Behavioral expectations using online classes is the same as in-person classes. Students and teachers are expected to act and communicate in an appropriate manner that follows SJES expectations.

### **Transition to St. John's Online**

If there is a move of the entire school to an extended period of distance education, the school will follow a three-step process:

1. Transition-distribution of materials needed for start-up, retrieval of student belongings, review of updated distance education schedules and logistics, and preparation of learning locations at homes.
2. Review and Troubleshooting- Distance education classes meet to review processes and procedures, identify and address technical issues, and set adjusted classroom norms and routines for distance learning.
3. Instruction- Lessons commence.

The length of time for each step will vary depending on Division. Older students may move through the process quickly while younger students will require more time. Teachers will adjust timelines as needed to ensure that students are able to be successful in a distance education environment.

### **St. John's Online: Pre-School 3's through 5th Grade**

The instructional day will be structured to ensure there are enough minutes devoted to each subject area. The day will consist of a mix of live instruction and out-of-class activities. Teachers will be able to adjust the schedule to meet student needs.

Daily live instruction may include activities such as:

#### **Preschool through Kindergarten**

- Mini-lessons led by the teacher
- Circle time/Check ins
- Read alouds
- Small group reading instruction
- Number talks/Saxon math instruction
- Small group discussions

- Music and Spanish instruction
- Show-and-tell when appropriate for younger students

### **1st -2nd Grades**

- For older students-spelling and language arts lessons, research papers, science fair projects,
- Saxon math instruction
- Small group discussions
- Music and Spanish instruction
- Mini-lessons led by the teacher
- Read alouds

Daily out-of-class assignments are to be completed independently. These may include but are not limited to activities such as:

- Student required reading and writing
- Writing assignments
- Independent skill practice
- Small projects
- Preparing presentations

## **St. John's Online: Middle School**

Classes will follow the class scheduling for on-campus learning. The schedules may be altered or adjusted as all classes will meet.

The curriculum is the same used for school on-campus. The amount of teacher supervisions for collaborative projects and group work will depend on the age of the student.

## **About COVID – 19—St. John's COVID Protocols**

### **Symptoms of COVID-19**

People with COVID-19 may have had a wide range of symptoms. These may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19.

- 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 and St. John’s will adjust procedures accordingly.

### **Definition of Close Contact**

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on even while wearing a mask); or
- Being within 6 feet for a cumulative duration of 15 minutes, while wearing a mask;

If either situation occurred at any time in the last 14 days (at the same time the infected individual was contagious)

Individuals are presumed infectious at least two days prior to symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, individuals are presumed infectious two days prior to the date of the confirming lab test.

### **Re-entry Criteria, CDC Guidance**

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either:

(a) are lab-confirmed to have COVID-19; or

(b) experience the symptoms of COVID-19 (listed below) 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:

- 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:



- at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- the individual has improvement in symptoms (e.g., cough, shortness of breath); and
  - at least 14 days have passed since symptoms first appeared. 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.
  - 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
  - Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.

## **Communicating About COVID-19**

### **Designated COVID-19 Points of Contact**

To notify the school of an illness, please contact the school office at 432-337-6431.

The first point of contact for any questions, concerns, or feedback about COVID-19 policies and procedures are the Head of School and the Assistant Head of School. They may be reached at 432-337-6431 or at the emails listed below.

Head of School: Mrs. McDoniel, [headofschool@stjohnsschoolodessa.com](mailto:headofschool@stjohnsschoolodessa.com)

Asst. Head of School: Mrs. Kirk, [hkirk@stjohnsodessa.com](mailto:hkirk@stjohnsodessa.com)

### **Communication Regarding Illness**

Consistent with applicable law and privacy policies, staff and families should self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations of COVID-19.

To notify the school of an illness, please contact the school office.

In accordance with state and local law and regulations, St. John's will notify local health officials, staff, and families immediately of any lab-confirmed cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and FERPA.

People who have had close contact with the person diagnosed with COVID-19 will be required to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge. (Please refer to the section, *Individual with Close Contact to someone with COVID-19*, below) A person with close contact will not be allowed to return to campus until the Re-entry criteria have been met.

## **What Happens in Confirmed or Suspected Cases of COVID**

The procedures for dealing with confirmed or suspected cases of COVID-19 err on the side of caution. An individual who is experiencing the symptoms of COVID-19 is assumed to be infected with COVID-19 until other evidence is presented.

(From TEA SY 20-21 Public Health Planning Guidance July 7, 2020)

**In both suspected cases and confirmed diagnoses of COVID-19, the individual must stay at home throughout the infection period, and cannot return to campus until the conditions for campus re-entry have been met.**

## **Individual Diagnosed with COVID-19**

The individual may return to school when ALL three of the following Re-entry criteria are met:

1. At least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications.);
2. The individual has improvement in symptoms/return to baseline (e.g., cough, shortness of breath, diarrhea, nausea); and
3. At least 14 days have passed since symptoms first appeared.

## **Individual with Symptoms-but no Formal Diagnosis of COVID-19**

- An individual who has symptoms of COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 is **assumed to have COVID-19**.
- The individual may not return to the campus until the individual has completed the same three-step set of criteria listed above for confirmed cases of COVID-19.

## **Individual with Close Contact to Someone with COVID-19**

- People who have had close contact with a person diagnosed or suspected COVID-19 will be required to stay home and be advised to self-monitor for symptoms and follow CDC guidelines if symptoms emerge.
- The individual will not be allowed to return to the campus until 14 days from the last day of close contact.
- If close contact with the individual with confirmed or suspected COVID-19 continues they will not be allowed to return to campus until 14 days after the person with confirmed or Suspected COVID-19 case has met the Re-entry criteria above. Close contact is described as:
  - you were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more whether or not you were wearing a mask;
  - you provided care at home to someone who is sick with COVID-19;
  - you had direct physical contact with the person (hugged or kissed them);
  - you shared eating or drinking utensils;
  - they sneezed, coughed, or somehow got respiratory droplets on you. (revised October 15, 2020)

## **Ruling out COVID-19 to Return to School**

If the individual has symptoms that could be COVID-19 and wants to return 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 and is not contagious, or

- b. Receive one confirmation at least 24 hours in which they are free of COVID via acute infection tests at an approved COVID-19 testing location.

## **When Someone Exhibits Symptoms of COVID-19 on Campus**

St. John's is implementing several strategies to prepare for when someone shows initial symptoms of illness when on campus. These include:

- Notification of the Head of School or Assistant Head of School when /if someone at school shows symptoms of COVID -19
- Isolation of the individual (under the supervision of staff/faculty in the case of a child)
- Temperature will be taken
- The individual experiencing symptoms will be asked to wear a mask per CDC guidance. If the person's condition does not allow wearing a mask; facial tissue will be provided for the person to use to cover the mouth and nose.
- Parents or guardians will be notified and asked to pick up the student
- Designated staff will ask questions per local health authority guidelines for assessment and contact tracing of individuals with suspect COVID-19.
- The student will be released into parent or guardian care at the exit closest to the isolation room.
- Adults will go home or to a healthcare facility depending on the severity of their symptoms.

Common areas used by the sick person will be closed off until the non-porous surfaces in those areas can be cleaned and disinfected, unless more than 7 days have already passed since that person was on campus.

## **Notification of Health Officials and Close Contacts**

In accordance with state and local laws and regulations, St. John's will notify local health officials, staff and families immediately of any case lab-confirmed case of COVID-19. Notifications will be made maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

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

St. John's Episcopal school is implementing strategies to encourage behaviors that reduce the spread of COVID-19. These strategies help minimize the potential of spread in our school and in our community.

### **No Penalty for Staying Home Due to Illness**

- Employees and students who are sick, have been exposed, or who have recently had close contact with a person with COVID-19 must stay home in quarantine for 14 days. Showing symptoms of or having been tested positive for COVID-19 requires the student or staff member to stay home throughout the infection period.
- Employees and students should not be penalized for doing the right thing. For employees, personal days/paid time off days will not be counted for staff members who stay home due to exposure to COVID-19 or due to displaying symptoms of COVID-19. Staff members who are required to stay home based on our guidelines will not have personal/PTO days counted against them.
- For students, St. John's will not offer incentives for perfect attendance. Students who are absent will be afforded time to catch up in classes and/or be offered opportunities to continue learning virtually (in case of an extended absence)

## **FREQUENTLY ASKED QUESTIONS**

Please understand that our plans and procedures may change based on updates to guidance from state and county authorities, the Ector County Health Department, and the CDC.

### **SHOULD MY CHILD RETURN TO SCHOOL?**

Per guidance issued by the American Academy of Pediatrics, we strongly encourage all children, to return to school on August 19. If your child has a pre-existing condition or unique medical need, please make sure you have communicated that to the school office.

### **IF WE HAVE A CONFIRMED COVID CASE, WILL THE WHOLE CLASS BE REQUIRED TO QUARANTINE FOR 14 DAYS?**

Current guidance from the CDC states that an individual who has had close contact with a person with confirmed COVID-19 should quarantine for 14 days after last exposure. Therefore, close contact is defined as less than 6 feet for more than 15 minutes, irrespective of whether the person with COVID-19 or the contact was wearing a face covering.

Note that due to privacy restrictions, we will not be able to release identifying information on the individual with confirmed COVID-19.

### **WHAT IF A TEACHER GETS COVID?**

If a faculty member is confirmed to have COVID-19, all individuals who have determined to have had close contact with the faculty member will be notified to quarantine for 14 days.

Note that due to privacy restrictions, we will not be able to release identifying information on the individual with confirmed COVID-19.

### **WILL REPEAT TESTING AND A NEGATIVE PCR PANEL BE REQUIRED FOR A STUDENT/TEACHER TO COME BACK TO SCHOOL?**

This will not be required. Students/faculty with confirmed COVID-19 may return to school when they have met all of the following criteria set by the CDC:

- Fever free for 24 hours **without** the use of fever-reducing medication;
- Improvement of symptoms; **and**
- 14 days have passed since symptoms first appeared.

If an individual has symptoms that could be COVID-19 and he or she wants to return to school before meeting the three criteria, the individual must:

- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis; **or**
- Receive one confirmation at least 24 hours after the individual is free of COVID-19 via acute infection tests at an approved COVID-19 location.

### **DOES A STUDENT/TEACHER WITH CONFIRMED COVID-19 OR COVID-19 SYMPTOMS NEED A DOCTOR'S NOTE TO RETURN TO SCHOOL?**

Students/faculty with confirmed COVID-19 may return to school when they have met **all** of the following criteria set by the CDC:

- Fever free for 24 hours **without** the use of fever-reducing medication;
- Improvement of symptoms; **and**
- 14 days have passed since symptoms first appeared.

If an individual has symptoms that could be COVID-19 and he or she wants to return to school before meeting the three criteria, the individual must:

- Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis; **or**
- Receive one confirmation at least 24 hours after the individual is free of COVID-19 via acute infection tests at an approved COVID-19 location.

### **IF WE HAVE A CONFIRMED COVID CASE, WILL EVERY CLASS THAT THE STUDENT/TEACHER ATTENDS/INSTRUCTS BE ASKED TO QUARANTINE?**

Per guidance from the CDC, quarantining is based on close contact with an individual who is confirmed to have COVID-19. Close contact is defined as less than 6 feet for more than 15 minutes, irrespective of whether the person with COVID-19 or the contact was wearing a face covering.

Note that due to privacy restrictions, we will not be able to release identifying information on the individual with confirmed COVID-19.

### **WILL ALL STUDENTS BE REQUIRED TO BE TESTED?**

St. John's will defer to each person's health care provider to decide if testing (diagnostic or antibody) is indicated. The school will not administer COVID-19 tests.

### **WHAT WILL HAPPEN IF A STUDENT STARTS SHOWING COVID SYMPTOMS ON CAMPUS?**

St. John's policies are based on the current public health situation with the guidance from the CDC.

- Any student who shows COVID-19 symptoms while at school will be immediately separated until the student can be picked up by a parent or guardian. An isolation area has been established away from the students and classes. Parents will be advised to contact their health care provider on how best to proceed.

- If COVID-19 is confirmed, the student **must** stay home until all of the following criteria are met:
- Fever free for 24 hours **without** the use of fever-reducing medication;
- Improvement of symptoms; **and**
- 14 days have passed since symptoms first appeared.

~If a positive case is confirmed, St. John's will contact the Ector County Health department for guidance on school closure, quarantining, and additional cleaning procedures.

~If a positive case is confirmed, St. John's will notify all teachers, staff, and families of students consistent with legal confidentiality requirements. Those individuals who have had close contact with the confirmed case will be notified to quarantine.

~If an individual has had close contact with someone confirmed to have COVID-19, he/she must stay home for 14 days after exposure. The CDC defines close contact as less than 6 feet for more than 15 minutes, irrespective of whether the person with COVID-19 or the contact was wearing a face covering.

### **HOW WAS CLASS SIZE DETERMINED?**

The Southern Association of Episcopal Schools, St. John's accrediting agency, gave Episcopal schools a formula for assessing how to safely distance students in the classroom. This was determined by measuring each classroom and entering the square footage in the formula. Most, but not all, classrooms must limit the number of students to 12 per classroom with one teacher.

### **HOW WILL STUDENTS SOCIAL DISTANCE DURING LUNCH?**

Students will eat lunch in their classrooms at their desks so they are behind the privacy desk dividers. Lunches ordered through our lunch vendors will be delivered to classrooms by a member of the school staff.

### **HOW WILL STUDENTS SOCIAL DISTANCE DURING RECESS AND PE?**

We will instruct students on our recess procedures and regularly review these procedures with the students. Our classes will be kept separate during recesses and pe. Different grades will not mix.



Recess areas will be limited to grade groups. Students will have to wash their hands before and after recess. Any recess toys will be sanitized by the teacher before other grades may use them. Playground equipment will be sanitized after each use.

We will allow students to take off their masks at recess and pe if they can socially distance from one another. We will also encourage and plan activities that allow children to distance themselves by utilizing jump ropes, sidewalk chalk, hula hoops, etc.

In the event recess or pe needs to take place in the gym, calisthenics and games that limit the chances for unexpected contact will be planned. Students will continue to properly distance themselves from each other.

## **ABOUT THIS GUIDE**

The policies in this guide are deemed guidelines. Due to this document being deemed a living document, St. John's Episcopal School may have to change, delete, suspend or discontinue any part or parts of the policies, procedures or guidelines at any time without prior notice. Any such action shall apply to existing as well as future employees. No one other than the Head of School, or, by resolution, the Board of Trustees may alter or modify the policies in this guide.

Revised 8/18/2020  
Revised 10/15/2020  
Revised 11/6/2020  
Revised 11/12/2020  
Revised 11/17/2020