

St. Alban's Episcopal Day School



COVID-19 Action Plan 2021-2022



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Introduction

As **St. Alban's Episcopal Day School** opens for the 2021-2022 school year, we offer the following protocols and procedures to help protect students, teachers, administrators, and staff and to slow the spread of COVID-19 and/or any other infectious diseases. This plan is created with consideration to suggestions from the Center for Disease Control (CDC), state/federal health and government officials and Child Care Regulations.

Symptoms of COVID-19

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms, and as more is learned we will update the list of symptoms. Any staff member or child (and all siblings) who has any new or worsening signs or symptoms of possible COVID-19 will be sent home. As has always been St. Alban's policy, children and staff must be **fever free for 24 hours, without the use of fever reducing medication, prior to returning**. Given the current circumstances, additional symptoms and return dates will be determined on a case by case basis, following CDC guidelines.

Individual(s) with symptoms may return to campus prior to the 24 hour requirement with a physician's note that specifies the individual is non-contagious. The physician note must include a return date to campus.

**** A physician may not complete the note for their own child(ren).

The St. Alban's school nurse (or Head of School in her absence) makes the final decision as to any health determination on our campus.

Promoting Behaviors that Reduce the Spread of COVID-19

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

Staying home from Campus

Please keep your child home if they show any sign of illness. Showing symptoms of or having a positive test result for COVID-19 will require the student or staff member to stay home. Staff and students who are sick or who have recently had close contact with a person with COVID-19 need to stay home.

StA does not reward perfect attendance. Students who are absent will be able to catch up with assistance from teacher(s).

Returning to Campus

Individuals who have tested positive for COVID-19 and had symptoms can return to St. Alban's after:

- 24 hours with no fever (resolution of fever without use of fever-reducing medications) **and**
- Symptoms improved **and**
- 10 days since symptoms first appeared.

Individuals and all family members who tested positive for COVID-19 **but had no symptoms** can return to St. Alban's after 10 days have passed since their test.

Individuals and all family members **who have been in contact** with someone with COVID-19 and (do not show symptoms) can return:

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

Vaccinated Individuals:

People who are fully vaccinated and do not have COVID-19 symptoms do not need to quarantine or get tested after an exposure to someone with COVID-19.

Increasing Good Hygiene:

- During each day, students will have scheduled hand washing times, as well as instruction on how to properly wash hands and basic hygiene to prevent the spreading of viruses.
- StA asks families to help in teaching and reinforcing hand washing with soap and water for at least 20 seconds.
- All classes and common spaces will be equipped with hand sanitizer stations.
- A no touch hand hygiene station (hand sanitizer with at least 60% alcohol) will be set up at several locations.

Shared Objects:

Shared objects (PE equipment, art supplies, toys, games) will be limited when possible, used on a rotational basis or cleaned between uses. Each student's belongings will be kept separately from others. School supplies (pencils, pens, markers, crayons, scissors, etc.) will not be shared among students. Each student will have his or her own container/box of supplies. We will minimize sharing of high touch materials to the extent possible and continue to sanitize between uses. This includes electronic devices, toys, books, games, and learning resources.

Cleaning and Disinfecting:

St. Alban's will continue our cleaning and disinfection efforts. At this time, St. Alban's will continue to have a sexton(s) onsite to assist classroom teachers with routine cleaning and disinfecting. The facility will then be cleaned again each evening once children and staff are no longer present.

- Handwashing sinks will have signs posted for proper hand washing.
- Surfaces and objects that are frequently touched will be routinely cleaned, sanitized, and disinfected. In addition to toys, table tops, and chairs, this also includes doorknobs, light switches, sink handles, nap mats, and cubbies.
- Restrooms will be cleaned and disinfected daily.
- Plastic nap mats will be cleaned daily. Bedding will be stored and separated from each other. Bedding will continue to be sent home on Fridays for washing.

- Please send your child with an AM Snack and Lunch. Snacks must be packed in a Ziploc bag labeled with your child's name and "AM Snack" or "PM Snack" (ATB students need PM snack). Lunch should be sent in a lunchbox or Ziploc bag labeled with your child's name and "Lunch".
- You may also send water bottles for your student since water fountains will not be available. Teachers will allow time during bathroom breaks to refill students' water bottles if needed during the day. It is imperative that all items be labeled.



Maintaining a Healthy Environment on Campus

Social Distancing Strategies

St. Alban's will be practicing the following social distancing strategies:

- Physical campus/Protocol changes:
 - Staggered playground times
 - Staggered transition times
 - Gatherings such as Chapel will resume with social distancing between grade levels.
 - At nap time, children's nap mats will be socially distanced between children, placed head to toe, in order to further reduce the potential for viral spread.
 - Modifications to programs and events will be in compliance with physical distancing measures and limiting crowd sizes.
 - Early morning drop off for 1st - 6th grades students will only be for students whose parents need to be at work by 8:00. Students will be dropped off at the Cocke building horseshoe. (The ROC will be closed)

Parent Drop-Off and Pick-Up

The drop-off and pick-up of children will be completed outside of the building, unless it is determined that there is an important need for the parent to enter.



- A no touch hand hygiene station (hand sanitizer with at least 60% alcohol) will be set up at the entrance to both the Cocks and Dent buildings, so the children can clean their hands before they enter. 2's will wash hands in classrooms as they enter.
- There will be a StA staff member signing in our Toddlers and 2's year old students daily. (per licensing requirements)

Temperature Screening

The following individuals must be screened every day before entering the facility. A temperature of 99.8 or higher will result in the individual not being allowed to enter.

This applies to:

- All St. Alban's Faculty and staff
- Children enrolled at St. Alban's
- Parents who have children enrolled at St. Alban's. Parents should only enter the school when necessary.
- Visitors, Vendors, contract workers

Visitors, volunteers, contract workers and others visiting the campus will be limited.

Personal Protection Equipment (PPE)

- **Children 2 years old and younger** will not be allowed to use masks or facial coverings due to the risk of asphyxiation.
- **Children over the age of 2**, usage of a facial covering will be **OPTIONAL** at this time.
- We will continue to review recommendations from the CDC and our local government. Due to the fluid nature of the situation, more information on face-covering protocols could change and/or be updated throughout the school year.
- **Faculty/Staff, parents and visitors** that are fully vaccinated individuals are no longer *required* to wear a mask or physically distance indoors or outdoors. Masks and 6-foot distancing are required for individuals who are *not fully vaccinated* indoors, for the sake of people who cannot be vaccinated.
- Preschool children are asked to bring a minimum of two changes of clothes (extra change of clothes do not have to be uniform), for changes due to the secretion and exchange of bodily fluids (sneezing, coughing, spit up, drooling, "potty" accidents).
- St. Alban's will have a backup supply of facemasks in the event one is needed.

When/If Someone Gets Sick on Campus

St. Alban's is implementing several strategies to prepare for when someone gets sick. Guidelines for our procedures for when a sick person can return to campus is included in the *Promoting Behaviors that Reduce the Spread of COVID-19* section of this guide.

Staff, families, and students should not come to school, and they should notify the School Nurse if they (staff) or their child or family member become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.

When/if someone at school shows COVID-19 symptoms, that person will be immediately separated from their group at school. Individuals who are sick will go home or to a health facility depending on the severity of their symptoms.

St. Alban's has created an isolated nursing station for anyone who shows COVID-19 symptoms.

If an ambulance needs to be called to transport a sick person, the healthcare professionals will be informed that they may be dealing with a COVID-19 case.

Clean and Disinfect

Areas used by the sick person will be closed off and will not be used until it has been cleaned and disinfected.

Notification of Health Officials and Close Contacts

In accordance with state and local laws and regulations, St. Alban's will notify local health officials, staff and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA). People who have had close contact with the person diagnosed with COVID-19 will be asked to stay home and self-monitor for symptoms and follow guidelines if symptoms emerge.

Created July, 2020

ABOUT THIS ACTION PLAN

The policies in this Action Plan are to be considered as guidelines. St. Alban's Episcopal Day School, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this action plan at any time without prior written notice. Any such addition shall apply to existing as well as future employees. No one other than the Head of School or the Board of Directors, by resolution, may alter or modify the policies in this plan of action.