

## HOLY TRINITY EPISCOPAL DAY SCHOOL (EDS)

# 2020-2021 Handbook Addendum

## Back-to-School COVID-19 Guidelines and Procedures

All families and staff members must abide by the following for admittance to EDS on a daily basis. These guidelines and procedures have been put in place for everyone's safety and health during the COVID-19 pandemic. This document can be amended at any time by the EDS Board. If this document is amended, EDS families and staff will be notified prior to the guidelines and procedures taking effect.

- Access to the building will be limited to only essential people. Visitors, parents/guardians, and EDS tours will not be permitted until further notice.
- Temperatures of EDS staff and students will be taken upon daily arrival, and may be measured at other times throughout the day. Each time a temperature is taken, it will be recorded.
- Social distancing (at least 6 feet) should be practiced at all times possible.
- All student field trips, assemblies and group gatherings will be cancelled during this time, until further notice.
- Extra precautions in cleaning and disinfecting will occur.
- Teachers will sign-in and sign-out all students daily, for class and extended care times.

### Face Coverings

- All Staff and adults must wear a face covering at all times while within 6 feet of another person and at all times inside campus buildings.
- Students may wear face coverings, when feasible, but it is not required. Parents/Guardians who prefer their children to wear face coverings while at EDS, must communicate the desire to the Acting Director and the child's teacher. It is the parent's/guardian's responsibility to teach their child how face coverings are to be used and properly stored. Parents/Guardians must make sure the child understands the importance of not sharing face coverings or touching other people's face coverings. The child should be able to wear it without constantly touching it and/or taking it off, as such behaviors would eliminate the effectiveness and potentially create more risk for others. Teachers will encourage children with face coverings to keeping them on and discourage touching of them; however if it results in supervision being hindered from the rest of the class then the child will place the mask in a zip lock bag for the remainder of the school day and the teacher will contact the parents to discuss how to proceed.
- Students will not be permitted to wear face coverings during eating times, after school rest time, or while playing outside. Usage during these times would be a health risk. Face masks during outdoor play could result in minimizing needed oxygen air intake during rigorous activity and result in overheating.
- Face coverings on students will be required while waiting to be picked-up due to illness.

### Arriving at School

- Allow extra time for drop-off.

- Parents/Guardians must wear a face covering while on our campus, including during drop-off and carpool. Face coverings must completely cover your nose and mouth at all times.
- Parents/Guardians shall not enter the building. To protect the children and staff, it is advised that the number of people entering the building be reduced as much as possible. Therefore, access to the building will be limited to only essential people.
- Early Morning Care, 7:30-8:44a.m. - One adult per family is allowed on campus, out of the vehicle, for early drop-off. Parents/Guardians please be aware of social distancing. Parents/Guardians will take children through the playground to the Early Morning Care classroom door. A staff member will perform a health screening at the door. If it is raining, parents/guardians can take children to the main entry doors that provide a shelter from the rain. Ring the bell and a staff member will conduct the health screening, one child at a time. In additional families arrive, please still maintain 6 feet social distancing while wearing face coverings. Please allow extra time for this process, as it make take longer than usual.
- All 8:45-9:00a.m. arrivals must proceed through the carpool line. Parents/Guardians and children should remain in their vehicles, until a teacher motions for the child to get out. Parents/Guardians must stay until the health screening is complete and the child has been accepted for the school day.
- Health screening:
  - Parents are requested to check student’s temperatures prior to arrival at school. Stay home and keep children home when any member of the household is sick, and contact your doctor.
  - Children are not allowed to attend school if they have taken any fever reducing medications in the prior 24 hours.
  - Temperatures will be taken daily upon arrival using a non-contact thermometer. A temperature below 100°F is required for attendance. Temperatures above 100°F require exclusion.
  - Parents may not depart until the health screening is complete.
  - The child’s temperature will be assessed and recorded.
  - Daily screening questions may include: are family members living in home sick, does child have shortness of breath, cough, fever, rapid breathing, flushed cheeks, fatigue.
  - Doctor/health professional notes are required for all children with underling conditions, such as but not limited to allergies, cough, or rash.
  - Always be prepared for your child to be picked up immediately if needed.
- Hand sanitizer will be available at entrances.
- Hands need to be washed with soap and water for 20 seconds upon entry. Restrooms at the entrance will be open for staff and essential visitors, however one at a time keeping social distancing. Classrooms sinks will be used for washing student’s hands.

### **Classroom Arrangements – Class Time Versus Extended Care Times**

- Rooms will be limited to 12 children during class time. There will be no more than 48 children a day attending school.
- Each class will have one Lead Teacher. There will be two 5-Day 4K classrooms, one 5-Day 3K class, and one 3-Day 3K class.
- There will be one Assistant Teacher to help both 3K classes and one Assistant Teacher to help both 4K classes.
- Children will be in mixed groups only during Extended Care times from 7:30-8:45a.m. and 12:00-5:30p.m.
- The child to teacher ratio will not exceed 12:1.

### **Indoor Environment Strategies that Reinforce Social Distancing**

- Opportunities for individual play and solo activities.
- Activities that do not require close physical contact between multiple children.
- Schedules to reduce the number of children in the same areas.
- Designated tub for toys that need to be cleaned daily, or after each use.
- No dress up or stuffed toys allowed.
- A tub will be designated for library books returned by students. Library books will be left in quarantine for one week after being returned, before they can be shelved for use again.
- Water fountains will be closed. Disposable cups for drinking water will be available in each classroom.
- Whenever feasible, napping mats will be arranged with solid barriers between. Where barriers are not available, the head of each mat will be arranged alternately, in opposite directions at no less than 3 feet apart though striving for as much room between as possible. Mats and bedding will be stored in personal bags daily. Bedding will be sent home weekly, regardless of number of days attending. Mats will be disinfected weekly, or as-needed, regardless of number of days attending.

### **Outside environment**

- Outdoor equipment with human contact will be wiped down daily.
- Outside play and instruction will be extended, weather permitting.
- Designated tub for toys that need to be cleaned after use.
- Parents apply sunscreen at home. Stick sunscreen may be re-applied at school, but must be provided directly to a teacher/the Director, labeled with the child's name, with a Permission to Administer Medication form.
- Water fountain will be closed.

### **Cleaning-Disinfecting**

- Toys that cannot be cleaned will not be used.
- Designated tub for toys that need to be disinfected after each use.
- Routinely clean objects that are frequently touched: sink handles, doorknobs, countertops, tables, chairs, cubbies, toilets, and contact areas of playground structures.

### **Disinfectant Procedures**

- All cleaning materials will be kept secure and out of the reach of children.
- An approved EPA bleach-water solution will be used, or an approved disinfectant.
- Soapy-water is to be used first, and bleach-water second, when disinfecting tables before and after eating.
- Bleach-water will be mixed and labeled with the mixing date, daily.
- Procedures will follow the local health department and EPA guidelines.

### **Snacks and Lunches**

- Snacks:
  - All snacks provided will be pre-packaged, sealed and un-opened.
  - Home-prepared and home-baked items will not be allowed for snack time.
  - Staff will wear gloves when serving and helping during snack time.
  - If the teacher eats snack, she will wash her hands prior to re-assisting a child.
- Lunch:

- Children staying for after school care must bring a packed, ready-to-eat lunch that does not require heating or cooling by the school.
- Children must bring a non-leaking water bottle or cup for lunch time. Cups will not be provided.
- Any needed utensils must be provided by the parent/guardian. Utensils that are not disposable, must be sent in a ziplock bag. When the child finishes lunch, the utensil will be placed in the ziplock bag to be sent back home for washing.
- Containers and packages that the child can independently open are needed.
- All food and drink containers should be labeled. Un-labeled containers will be labeled by a teacher with a permanent marker.
- Staff will wear gloves when assisting children during meal times and gloves will be changed between each child.
- If a teacher eats lunch, she will wash her hands prior to re-assisting a child.
- Teachers will send home daily any food and drink containers, including ziplock bags of food, whether empty or not. Containers need to be washed at home nightly. We will be limiting the amount of personal trash in classroom containers that must be handled and emptied daily.
- Tables will be disinfected before and after eating.
- Children and staff will wash hand before and after eating.

### **Healthy Hand Hygiene**

- Wash hands for 20 seconds.
- Teachers will reinforce hand washing with friendly songs, rhymes or counting.
- Posters are placed for visual reminders in classrooms and restrooms.
- Each child is to use tissue to wipe his/her nose, and sneeze or cough inside his/her elbow.
- Teachers will model and require these health habit methods and parents are to reinforce at home:
  - Handwashing upon arrival.
  - Handwashing before and after eating.
  - Handwashing after toileting.
  - Handwashing after being outdoors.
  - Handwashing after disposal of personal trash, such as using a tissue to wipe the nose.
  - Handwashing after touching eyes, nose, mouth or under clothing.
  - Handwashing after playing with toys.
  - Handwashing before going home.

### **Pick-up**

- Allow extra time for pick-up.
- Parents/Guardians must wear a face covering during pick-up. Face coverings must completely cover your nose and mouth at all times.
- All 12:00-12:10p.m. pick-ups must proceed through the carpool line. Parents/Guardians, remain in the vehicle until a teacher approaches with your child, then get out while social distancing to receive the child and assist him/her into the vehicle.
- One adult per family allowed on campus, out of the vehicle, for After School Care pick-up, 12:11-5:30p.m. Parents/Guardians please be aware of social distancing.
- Staff members will wear face coverings.
- Parents/Guardians are not allowed to enter the building.

### **Personal Items**

- All personal items should be labeled (including, but not limited to, lunch boxes, water bottles, coats/jackets). During this time, personal toys must stay at home.
- Backpacks will not be brought to school at this time.
- Each parent/guardian shall provide the following items at the beginning of the school year, to minimize sharing and lessen the possible spread of illness between children. Items should be labeled with the child's name:
  - 1 clear plastic 5qt-6qt container with lid (maximum 13 inch long shoebox size)
  - 1 pair of blunt tip, child-size scissors
  - 2 boxes of 24 crayons
  - 2 boxes of 8 count washable markers
  - 4 glue sticks
  - 2 bottles of white, school glue
  - 1 two-pocket, plastic folder
  - 2 boxes of facial tissues
  - 2 containers of personal, flushable wet wipes
- Children participating in After School Extended Care shall bring:
  - Foldable, vinyl rest mat (sealed with no tears or holes) to be kept at school
  - Small blanket/bedding to be kept a school through the week.
  - If needed for comfort, a small stuffed animal that stays at school through the week.
  - The school will provide an XL Ziploc bag for each child's mat and bedding to be stored in at school.
  - Blankets and stuffed animals will be sent home at the end of each week. Parents/Guardians shall launder bedding and stuffed animals with hot water and detergent over the weekend, then return items to school each Monday.
  - A packed, ready-to-eat lunch daily with needed utensils and a no-leak water-bottle or cup. Lunches must not require heating or refrigeration by the school. Parents/Guardians should use freezer packs or thermoses to keep items cold or hot. Containers and packages that the child can open independently are requested, as much as feasible. All are encouraged to disinfect or wash lunch bags/boxes daily. Additional lunch guidelines are provide in the "Snacks and Lunches" section of this document.
- It is requested that car seats not be left at EDS during this time. If it is absolutely necessary for a Parent/Guardian to leave a car seat at EDS, please understand that it will need to remain outside by the entry doors, labeled by the parent/guardian with the child's name.

**CDC and SC-DHEC guidelines have been used to cultivate EDS's decisions and policies for school operations during the COVID-19 pandemic. Information from these sources is provided below and more can be found at [cdc.gov](https://www.cdc.gov) and [scdhec.gov](https://www.scdhec.gov).**

**In order to successfully remain open, everyone actively participate in these core recommendations:**

- 1) Self-Isolation – if you are sick, stay home.**
- 2) Practice social distancing to the greatest extent possible, or by wearing a face covering if it is not possible to maintain 6 feet of distance.**
- 3) Wash hands frequently, 20 seconds with soap and water. If soap and water are not present, use a sanitize that contains at least 60% alcohol, rubbing it over and around hands for 20 seconds.**

- 4) **Avoid touching of eyes, nose and mouth with unwashed hands. Wash hands after touching of eyes, nose or mouth.**
- 5) **Cover mouth and nose with a disposable tissue when you cough and sneeze. Throw the tissue away immediately after use, then wash your hands.**

**All EDS families and staff should evaluate how they feel each morning before coming to campus. If you, your child, or a household member feel sick, everyone should stay home and contact your doctor. Please notify EDS that your child will not be attending school. Please remain vigilant as our main priority at EDS is to insure everyone's health and safety.**

**The following screening questions are important for you to acknowledge during the COVID-19 pandemic. Please do not enter campus, if a YES is answered to any of these questions, at any time:**

- Have you or anyone in your household had any of the following symptoms recently: sore throat, cough, chills, body aches for unknown reasons, shortness of breath for unknown reasons, loss of smell, loss of taste, fever at or greater than 100°F.
- Are you or anyone in your household being tested for COVID-19?
- Have you or anyone in your household cared for an individual who is in quarantine or is a presumptive positive or has tested positive for COVID-19?
- Do you have a reason to believe you or anyone in your household has been exposed to or acquired COVID-19?
- To the best of your knowledge, have you been in close proximity to any individual who has tested positive for COVID-19?

**Please exercise caution entering campus, if a YES is answered to any of these questions, at any time:**

- Have you or anyone in your household visited or received treatment in a hospital, nursing home, long-term care, or other health care facility in the past 30 days?
- Have you or anyone in your household traveled in the U.S. in the past 21 days?
- Have you or anyone in your household traveled on a cruise ship in the last 21 days?
- Are you or anyone in your household a health care provider or emergency responder?

**People with COVID-19 have experienced and reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear in 2 to 14 days after exposure to the virus. People with these symptoms may have COVID-19:**

- Fever of 100°F or higher
- Chills
- Shortage of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion
- Runny Nose
- Nausea
- Vomiting

- Diarrhea

#### **What if a child or adult presents COVID-19 symptoms while at EDS?**

- The person will be dismissed from school. Parents/Guardians will be called immediately, to promptly pick up his/her child.
- The Director will request a note from a health care professional stating when the person may return to EDS.
- The child will be isolated in a room/space with an EDS staff member to supervise while waiting for the parent/guardian to arrive.
- All areas the person was present for the day will be disinfected per CDC guidelines.
- All parties exposed to the person with symptoms will be notified of possible exposure. The symptomatic person will not be identified.
- An update will be provided to all parties exposed once the Director has been updated by the person/family on the status of the illness.

#### **How many days should the person remain absent from EDS?**

**Symptomatic with Positive COVID-19 Test Result:** The person must remain absent from EDS for a minimum of 10 days, with days 8-10 (3 consecutive days) being asymptomatic and fever free without medication. The earliest they could return would be day eleven. To clarify, on the last day that symptoms are present, the three day count would begin and the person would need to remain asymptomatic and fever free without medication for three consecutive days before being able to return to EDS. A doctor's note must also be provided to the Director before re-entry to EDS.

**Asymptomatic with Positive COVID-19 Test Result:** The person must remain out of EDS for a minimum of 10 days, with days 8-10 (3 consecutive days) being asymptomatic and fever free without medication. The earliest the person could return to EDS would be day eleven. A doctor's note must also be provided to the Director before re-entry to EDS.

**Symptomatic with Negative COVID-19 Test Result:** The person should be treated as having a positive test result (the first time) and should be tested again after three days. If still negative after a second test, the person will be treated as having a routine illness and may return with a doctor's note when symptoms subside and are fever free for at least 24 hours without medication.

**Asymptomatic with Negative COVID-19 Test Result:** The person will be allowed to return EDS immediately.

**Not Tested, When Symptoms Occur or Possible Exposure:** When the person does NOT get tested and there are concerns of COVID-19 illness/exposure, the Director will require the person to have a 14 day quarantine per the CDC recommendation. In order for the person to return to EDS:

- 1) The person must be quarantine for at least 14 days without symptoms and remain fever free without medication.

OR

- 2) If symptoms present during the 14 day quarantine, **then from the onset of symptoms** the person must remain absent from EDS for a minimum of 10 more days, with days 8-10 (3 consecutive days) being asymptomatic and fever free without medication. The earliest the

person could return to EDS would be day eleven from the onset of symptoms. A doctor's note must also be provided to the Director before re-entry to EDS.

**What if a student or staff member present symptoms of COVID-19 or fever somewhere other than EDS?**

Admittance to EDS will not be allowed until the above procedures are followed. The student's parent/guardian or the individual should notify the EDS Director immediately to determine procedures and to determine if any exposure occurred at EDS.

**What if an EDS student or staff member becomes exposed to someone with COVID-19 symptoms OR someone who has tested positive for COVID-19?**

The direct contact is identified as someone who was within 6 feet or less of an individual with COVID-19 or COVID-19 symptoms for at least 10 minutes or had any direct contact. If an EDS student or staff member has been in direct contact, the person should quarantine until the symptomatic person had received the required negative test results or for 14 days per [CDC](#). The Director should be notified immediately.

**What if an EDS student or staff member becomes exposed by a household member?**

To protect all of students and staff at school, EDS will require testing of all persons in a home if anyone has symptoms or has tested positive. A positive test for anyone in the household, will require the child remain home, out of school until subsequent testing shows that all household members are no longer capable of transmission. If a student, staff member or household member has come in contact with someone outside of the home who has tested positive or has symptoms, that student or staff member should be tested.

**These policies are not only intended to protect the entire student body and staff, but are also intended to protect each individual and family member. Decisions to close and the length of a closure will depend on directives provided by SC-DHEC and the [CDC](#). Closure may be necessary to contact trace in consultation with SC-DHEC, assess risk, clean and disinfect, and determine adequate staff.**

*Written by Suzanne Watkins, 07-07-2020*



**Holy Trinity Episcopal Day School**  
**2020-2021 Handbook & Addendum Acknowledgement**

Child's Name \_\_\_\_\_

By signing below, you acknowledge that as the parent/guardian of the child named above, you:

- 1) Have read and understand the policies and procedures outlined in the 2020-2021 Handbook and Addendum.
- 2) Agree to comply with the policies contained in the 2020-2021 Handbook and Addendum.
- 3) Understand that the school reserves the right to change policies and procedures at any time with or without advance notice.
- 4) Agree to read and understand any revisions or changes made to the 2020-2021 Handbook and Addendum in the future.
- 5) Understand that the 2020-2021 Handbook and Addendum are intended only as a general reference and is not intended to cover every situation that may arise at Holy Trinity Episcopal Day School.
- 6) Understand that any questions regarding the 2020-2021 Handbook and Addendum can be discussed with the Director.
- 7) Agree that failure to follow these policies and procedures could result in termination of services provided for your child by Holy Trinity Episcopal Day School.

\_\_\_\_\_  
Parent's/Guardian's Name – *please print*

\_\_\_\_\_  
Parent's/Guardian's Signature

\_\_\_\_\_  
Date