



St. Cyprian's
— *Episcopal School* —

GUIDE FOR MANAGING COVID-19

2020 - 2021

www.saintcyprians.org

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ABOUT THIS GUIDE

The policies in this guide are to be considered as guidelines. St. Cyprian's Episcopal School, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this guide at any time without prior notice. These guidelines reflect our best knowledge at the time of writing. Please understand that SCES will do the best we can during this unique pandemic to ensure the safety of our staff and students. However, there is still a great deal none of us know and we are all continually learning. We ask you to join with us as we work for the benefit of our school family.

Introduction

As St. Cyprian’s Episcopal School opens for the 2020-2021 school season, we offer the following protocols and considerations to help protect students, teachers, administrators, and staff and slow the spread of COVID-19. This guide is created in alignment with suggested best practices as suggested by the Center for Disease Control (CDC), state/federal health and government officials, and the Episcopal Diocese of Texas. 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

- The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- St. Cyprian’s offers intentionally small, in-person classes, activities, and events.
- As much as possible, groups of students stay together and with the same teachers throughout/across school days and groups do not mix.
- When possible, students remain at least 6 feet apart and do not share objects.
- Personal prevention practices (such as handwashing, staying home when sick) and environmental cleaning and disinfection are scheduled and practiced daily.

What are COVID-like symptoms, and what is considered “close contact” within this document?

COVID-19 Symptoms

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/pediatric-hcp.html#clinical-presentation>

Experiencing one or more of the following symptoms is considered to be symptomatic:

- Fever of 100.0 degrees or higher
- Chills
- Cough
- Congestion
- Runny nose
- Body aches and muscle pain
- Loss of taste or smell
- Difficulty breathing
- Shortness of breath
- Headache
- Sore throat
- Diarrhea
- Vomiting

Being in “close contact” with an individual who is lab-confirmed to have COVID-19 per TEA and CDC guidelines is defined as:

Being directly exposed to infectious secretions or being within six feet for 15 minutes or

more with someone who is COVID positive during the time period from 2 days before the positive patient developed symptoms (or had their positive test, if asymptomatic) until they meet criteria for discontinuing home isolation. Please see the link below:

<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>

Protocol 1: Positive or Presumed Positive for COVID-19

Contact information: Ensure all personal contact information and emergency contact information of the positive or presumed positive case is up to date.

Isolation: The individual is directed to not enter any district building or campus until she/he has met the return to school/work criteria listed below. Employees or students with the capability to work or participate in school lessons and activities may do so remotely during this time.

Communications: Direct all communications to the COVID-19 coordinator about his/her condition and or ability to return to school/work.

Contact tracing: Has this person had any close contact (see definition and CDC link above) with any other individual (student/staff)?
If so, contact (by phone) each individual or parent and ask them to follow Protocol 2: Exposure to Positive COVID-19 Case. Although masks decrease the spread of the virus, if a person is exposed to infectious secretions or has been within six feet for 15 minutes or more of someone who is COVID positive, they are considered an exposure regardless of if they were wearing a mask or not.

Family Members (Presumed Positives): Contact all members within the household who are affiliated with the district (e.g., family members of the same household of the positive case who work for the district and/or family members who are students in the district). These individuals are presumed positive and must follow steps 1-3, monitor for symptoms according to CDC guidelines, and follow Protocol 2: Exposure to Positive COVID-19 Case.

Contact: Send a follow-up email to the positive/presumed individual as well as the individuals with whom this individual has had close contact.

Contact: Consistent with school notification requirements for other communicable diseases and consistent with legal confidentiality requirements, schools must notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

Contact: Notify the Angelina County and Cities Health District, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Health status: Require individuals to provide health status updates.

Return to school/work timeline per TEA and CDC guidelines: Individuals with a positive test result can return to school/work when the following conditions are met:

- Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; or Ten days from the positive test if asymptomatic.
- **Return to school/work timeline for presumed positive cases:** See Protocol 2: Exposure to Positive COVID-19 case. Household members of a positive case are considered presumed positive. These contacts can return to school/work 14 days after their last contact with the positive patient. If they live in a home where they have continuous contact with the positive person, the 14 days starts when the positive person is no longer considered contagious based on the criteria above. This means it could be 10 + 14 days or 24 days. Please see this CDC website for more details <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>. If during this time the presumed positive develops symptoms, he/she should contact the COVID-19 coordinator.
- **Cleaning/Sanitation:** Implement disinfecting protocol.

Protocol 2: Exposure to Positive COVID-19 Case

Monitor for symptoms: Out of an abundance of caution, it is advised that he/she monitor his/her health, follow CDC guidelines for people who have had close contact and contact his/her primary care physician if he/she develops symptoms.

Isolation: She/He is directed to not enter any district building or campus for at least 14 calendar days from the last known exposure or until authorized by the COVID-19 coordinator in consultation with HR. Employees or students with the capability to work or participate in school lessons and activities may do so remotely during this time.

Notice: if she/he begins to exhibit symptoms or receives a confirmed diagnosis of COVID-19, he/she must immediately notify the COVID-19 coordinator and/or his/her immediate supervisor.

Communications: We ask that all communications about this matter be limited to the COVID-19 coordinator and his/her direct supervisor. The COVID-19 coordinator will take responsibility for notifying individuals who may have been exposed. This process will ensure his/her personal and medical information is kept confidential.

Contact tracing (if develops symptoms): Has this person had any close contact (see definition and CDC link above) with any other individual since experiencing symptoms? If so, contact (by phone) each individual and ask them to follow steps 1-4.

Contact: Send a follow-up email to the positive/presumed individual as well as the individuals with whom this individual has had close contact (if developed symptoms).

Return to school/work timeline: Individuals who have been exposed to a positive COVID-19 case can return to school/work when the following condition is met:

- They have self-isolated for 14 days since their last direct contact with the positive case of COVID-19.
- If developed symptoms, please follow Protocol 3: Experiencing COVID-like Symptoms.

Protocol 3: Experiencing COVID-like Symptoms

Contact information: Ensure all personal contact information and emergency contact information of the person experiencing COVID-like symptoms is up to date.

Isolation: He/She is directed to not enter any district building or campus.

If experiencing symptoms while at school: Schools must immediately separate him/her until the student can be picked up by a parent or guardian. Staff members experiencing symptoms must contact their supervisor and/or COVID-19 coordinator and must be separated as soon as possible.

Schools should clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as feasible.

Students who report feeling feverish should be given an immediate temperature check to determine if they are symptomatic for COVID-19.

Communications: Direct all communications to the COVID-19 coordinator about his/her condition and or ability to return to school/ work.

Contact tracing: No contact tracing is required unless the student is found to be COVID positive. See Protocol 4: Exposure to Individual Experiencing COVID-like Symptoms.

Contact: Send a follow-up email to the individual experiencing symptoms.

Return to school/work timeline per TEA and CDC guidelines: Individuals experiencing symptoms can return to school/work when the following conditions are met:

- Ten days from the onset of symptoms AND fever-free without fever-reducing medicine for at least 24 hours AND symptoms are improving; or
- Medical release: A release from her/his treating physician must be submitted to the COVID-19 coordinator before he/she may return to school/work if the individual would like to return to school/work before meeting the three conditions above.
This release should provide an alternative diagnosis or documentation of one negative nasal swab COVID tests performed greater than 24 hours apart.

Cleaning/Sanitation: Implement disinfecting protocol

Protocol 4: Exposure to Individual Experiencing COVID-like Symptoms

Monitor for symptoms: Out of an abundance of caution, it is advised that he/she monitor his/her health, follow CDC guidelines for people who have had close contact and contact his/her primary care provider if he/she develops symptoms.

Isolation: Individuals exposed to someone experiencing COVID-like symptoms do not require isolation or leave from school or work.

Notice: If he/she begins to exhibit symptoms or receives a confirmed diagnosis of COVID-19, she/he must immediately notify the COVID-19 coordinator and/or her/his immediate supervisor.

Communications: We ask that all communications about this matter be limited to the COVID-19 coordinator, HR and/or his/her direct supervisor. This process will ensure his/her personal and medical information is kept confidential.

Contract tracing: No contact tracing is necessary for this protocol.

Promoting Behaviors that Reduce the Spread of COVID-19

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

Staying Home from Campus

1. SCES will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. The self- screening should include teachers and staff taking their own temperature. Teachers and staff must report to the office if they themselves have COVID-19 symptoms or are lab- confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, they must report to the office if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.
2. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms (as listed in this document) or is lab-confirmed with COVID-19. SCES may consider screening students for COVID-19 as well. The screening questions should also be asked of a student’s parent if that parent will be dropping off or picking up their child from inside the school
3. Excluding parental drop-off and pick-up as discussed above, before visitors are allowed onto campus, we will screen all visitors to determine if the visitors have COVID-19 symptoms (as listed in this document) or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted below. Additionally, SCES will screen to determine if visitors have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, they must remain off campus until the 14-day incubation period has passed.

SCES will not reward perfect attendance. Students who are absent will be afforded time to catch up in classes.

Proper Hand Hygiene and Respiratory Etiquette

SCES asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. We will teach proper hand washing to all students and will monitor hand washing during the day to ensure the proper technique is being used. In addition, multiple hand sanitizer stations are set up around campus. Students and staff are encouraged to use these stations as much as needed.

SCES will also teach proper etiquette for covering coughs and sneezes.

Hand washing will also take place throughout the day during scheduled times, especially:

- Before eating food.
- After using the toilet.
- After blowing your nose, coughing, or sneezing.

Face Coverings

Face coverings will be worn by visitors, staff, and students (4th grade and up) as feasible and are most essential in times when physical distancing is difficult.

Families are asked to provide cloth face covers for their children with the name of the child clearly marked on the mask. An extra face covering should be sent to school in a closed and named ziplock type bag in case an extra is needed. A clean mask is to be worn each day.

Sharing masks is prohibited. Face coverings found on campus that are not identifiable will be thrown away. Students and staff are to avoid touching another person's face covering unless an emergency prompts such action. If someone comes into contact with another person's covering, hand washing and/or sanitizing must be done immediately after touching the covering.

During the school day, face coverings are generally required under the following conditions:

- Indoors and in a group setting (regardless of size of group).
- Outside with compromised social distancing.

Face coverings will not be required for:

- Children 3rd grade and younger.
- People engaged in physical activities/exercise and who are maintaining social distancing.
- Being outdoors and practicing social distancing.
- During times when individuals are eating and/or drinking.

Supplies for Hygiene, Cleaning, and Disinfecting

The school will provide adequate supplies, including soap, hand sanitizer, paper towels, tissues, and disinfectant wipes. Based on usage, the school may ask families to help us out by supplying extra supplies for their child. However, we will work to avoid this scenario as much as possible.

Families are also welcome to provide their children with personal/travel sized hand sanitizer to keep in their school bag. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

Maintaining a Healthy Environment on Campus

SCES is implementing several strategies to maintain healthy environments.

Drop-Off and Pick-Up Times

Individuals who are dropping off or picking up students should stay in their vehicles and not come into the building. St. Cyprian's staff will be positioned to help with drop-off and pick-up procedures and ensure that children are safely transitioned to or from their vehicle. At the

discretion of the school, procedures for dropping off and picking up may change based on providing as safe a process as possible.

Drop-off times are from 7:30 - 8:00 am. Students will go directly to their homeroom. Classes begin at 8:00 am. If you arrive after 8:00 and/or the duty staff are no longer outside, please park and escort your child to the entrance. We will make a note of your arrival time and help transition the student to class.

Pick-up time is 2:30 pm for 3K- 5K, 2:45 pm for 1st – 3rd, 3:00 pm for 4th-5th, 3:15 pm for Middle School and High School.

Creative Care

Creative Care will not be available for the fall semester. We will reevaluate the situation at the end of the first semester when, hopefully, a normal approach for gathering can be implemented.

Cleaning and Disinfecting

We will clean and disinfect frequently touched surfaces (i.e. door handles, sink handles, etc.) within the school at least daily or between use as much as possible.

Shared Objects

Shared objects (e.g., gym or physical education equipment, art supplies, toys, games) will be limited when possible, used on a rotational basis, and/or cleaned between uses.

Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers, or other areas. School supplies (i.e. pencils, pens, markers, crayons, scissors, etc.) will not be shared among students. Each student will have his or her own container of supplies.

We will minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment). We will also limit use of supplies and equipment by one group of children at a time and clean, store, and disinfect between use. This includes electronic devices, toys, books, games, and learning resources.

Water Systems

Drinking fountains will be shut down and replaced by filtered water bottle filling stations located around 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.

Modified Classroom Layouts and Guides

Seating and desks, when possible, will be spaced at least 6 feet apart in all classrooms, common areas, and during school gatherings. Physical guides (i.e. tape on floors, signs on walls, etc.) will be put in place to ensure that staff and children remain at least 6 feet apart in lines and at other times.

Common Areas and Playground Equipment

Proper distancing will be used in common areas. When distancing is not practical or possible, we will stagger use of the space. In addition, common areas will be cleaned between uses.

Use of the playground equipment will be limited to no more than one class at any one time. Hand washing and/or hand sanitizing is required both before and after use of the playground equipment. Teachers may require students to practice distancing on the playground by spreading out and rotating use of equipment.

Lunch and Snacks

SCES will continue to offer our school lunch program. Students are welcome to bring a lunch from home. Families are encouraged to use disposable items. Sharing of food, drink, or utensils is strictly prohibited. Please do not send food items that are required to be heated. We will no longer have microwaves available to students. Students who arrive at school without a lunch from home will be provided a school lunch and billed through FACTS Prepay accounts.

Food delivery to campus is not allowed. Food deliveries (parent drop off/food service) to campus increases the risk for outside contamination within our facility. While under normal conditions, we have allowed these services. Until the situation concerning COVID-19 changes, this policy will be in effect.

We have also enjoyed having an open invitation for family members to visit and have lunch with their students. Often, these visits include bringing food for the child's entire class, especially when celebrating a birthday or special occasion. However, given the need to minimize potential exposure, families will not be allowed on campus for such purposes at this time.

Snacks will continue to be provided for 3K-5K. The items will be individually packaged.

Maintaining Healthy Campus Operations

SCES is making best efforts to implement several strategies to maintain healthy campus operations.

Regulatory Awareness

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

Assemblies, Visitors, and Field Trips

All school or large group assemblies will be temporarily suspended. Field trips that are not practical, in terms of limiting the spread or exposure to COVID-19, will not be scheduled.

Nonessential visitors will not be allowed on campus. Every visitor must check in at the front office and is subject to temperature checks, health screenings, and must wear a face covering. Parents/family members are discouraged from coming into the school building unless it is for a scheduled meeting or in case of an emergency. This includes drop-off and pick-up times, as well as lunch periods.

Cohort Classes

Our class structure and schedule will ensure that student and staff groupings are as static as possible. 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. For example, specials teachers (art, music, Spanish, etc.) may go to each class instead of having students travel in groups to a separate classroom for those sessions.

Designated COVID-19 Point of Contact

The school nurse, Latifah Fleniken MSN, RN, is the SCES COVID-19 Point of Contact. All concerns, questions, or feedback related to our response to COVID-19 should be first directed to her. She can be reached via email: flen-l@saintcyprians.org or by calling the school: (936)632-1720.

Communication

Consistent with applicable law and privacy policies, staff and families are expected to 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 for COVID-19.

In accordance with state and local laws and regulations, SCES 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 CDC guidelines if symptoms emerge.

Staff Training

All staff members will be trained in all safety protocols. These include hand washing, use and storage of cleaning products, and class setup for social distancing.

Recognize Signs and Symptoms

When feasible, and at any time, SCES may conduct daily health checks (e.g., temperature screening and/or symptom checking) of staff and students.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. SCES will be guided in this practice by the screening methods in the CDC's supplemental *Guidance for Child Care Programs that Remain Open*.

Clean and Disinfect

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

Continued Instruction During Campus Closure

There may be times during the school year due to acute or widespread COVID-19 outbreaks when school may be mandated by local or state officials or the Episcopal Diocese of Texas to close. In this event, instructional days will be made up in the summer.

If the mandated closure extends beyond four weeks, we will need to shift to completely online classes. SCES is implementing the following steps to deliver a continued and meaningful experience during a potential online or hybrid learning environment.

Online vs. Hybrid Learning

For the purposes of this guide, online learning refers to moving all students and staff to a completely online platform for teaching and learning. Online learning is the mode used when/if the physical campus is closed.

Hybrid learning refers to a combination of online and onsite learning. This is most likely to occur when/if a segment of our student population is unable to attend classes onsite for a period of time. Thus, the need for the school to serve both the physical campus and the digital campus.

Access to Technology

If the school needs to implement either an online or hybrid experience, all affected students 5K - 9th grade, will have access to a school issued device for use. 3K -5K students will receive instructional packets to pick up and work on from home. The Director of Technology (Mr. Alex Fleniken: flen-a@saintcyprians.org) is responsible for issuing and collecting all school owned technology provided to students. If a family does not need the school owned equipment to support online or hybrid learning, that family should contact the Director of Technology.

COVID Response Protocols:

Utilizing guidelines provided by the CDC and TEA, we have developed response protocols for when someone within our school community tests positive, is exposed to someone who tests positive, experiences symptoms related to COVID-19, or is exposed to someone experiencing symptoms related to COVID-19. Each campus has selected a campus coordinator (see on page 8) who will be trained to implement our COVID-19 response protocols. In addition, all district staff will be provided training on these protocols and the responsibilities in following these protocols.

COVID-19 is an extremely contagious virus that causes very non-specific symptoms. The health and well-being of our students and staff is our greatest priority. In order to be protected from this novel virus, it will be critical for parents, students, and staff to not come to school if they are experiencing any symptoms that could be caused by COVID-19, or if they live in a household where a person is positive. Honest and forthright compliance with the following protocols will provide SCES and your children with the best chance of a healthy, productive, and successful school year.