

Draft 7-15-20

Guidelines to Limit Spread of Covid at Saint John's School

Saint John's School believes it is vital to the well-being of our students that we aim to begin the coming school year with in-school classes. This will take the concerted effort of both our staff and our school families to make this successful. For parents this will mean taking extra precautions to keep children at home if they are sick and also be ready to pivot to distance-learning quickly for a period of time, if this becomes necessary. In the school we will observe the recommended guidelines for limiting the spread of the coronavirus. We will wear masks where we can, observe regular hand-washing times, sanitize surfaces, limit large gatherings, and observe appropriate social-distancing among the staff. The guidelines below further outline our plan and also the protocols we will follow when a student or a staff member becomes sick. It should be our common goal to fulfill our responsibility as best we can to limit the spread of this virus, and then, as always, entrust all that we do each day at our school and in our homes into the care and providence of God.

1. **Cohorts:** The School will be divided into four Cohorts. (At this point the division of these Cohorts is still evolving and may change slightly.)
 - a. **Cohort A** **Preschool**
 - b. **Cohort B** is **Kindergarten and 1st/2nd grade**
 - c. **Cohort C** is **3rd/4th and 5th Grades.**
 - d. **Cohort D** is **6th/7th/8th Grade.**
 - e. The goal of the division into Cohorts is to isolate one Cohort from another throughout the school day so that students do not mingle with students outside their Cohort.
 - f. Teachers also belong to one of these Cohorts as a “bubble” group. It is important for all members of the school staff to do their best to maintain a lifestyle, even apart from school, that allows fellow teachers and staff confidence in working closely together. If any member of a “bubble” group thinks they may have been exposed to Covid in a high risk situation, they should let the office staff and the others in their “bubble” know, and strengthen their commitment to observe appropriate precautions such as distancing and wearing a mask.

2. **Masks:**
 - a. Teachers will not be required to wear a mask in their classroom. But teachers will wear a mask whenever they leave their class to go to the office, another classroom, or to the Cathedral.
 - b. Office staff will not be required to wear a mask in the office, but will wear a mask when they leave the office.
 - c. Parent lunch aides will also wear masks when students are in the basement for lunch.
 - d. Parents who enter the school should also wear a mask.
 - e. For outdoor activities, such as recess, the adults do not need to wear masks as long as social-distancing is kept.

- f. Students will not be required to wear masks at school (except to go to the bathroom), but will wear them on field-trips, as directed by their teacher. If students want to wear a mask, this will be allowed at the discretion of the teacher.
3. **Social Distancing:** Per CDC guidelines for Schools, teachers should try to limit distance between themselves and students to 3 feet. Social distancing between staff and parents is 6 feet, especially when gathering for morning prayers.
4. **Office Protocols:**
 - a. Attendance slips should be placed in a mailbox outside the Office door or adopt an online attendance system.
 - b. Students (and parents) should stand at the office door to give messages. Remember that the Intercom system can also be used.
 - c. Clorox wipes should be kept by the copy machine and each person who makes copies must wipe touched surfaces after copying.
 - d. Office staff should open the recess shed each day by 9:30am and lock the shed at 3:00pm. The recess key should not be shared. Some PE equipment may also be eliminated or stored away if it presents a high risk of virus transmission.
2. **Water Coolers:**
 - a. Eliminate common water coolers in hallways.
 - b. Each class will have its own dispenser and cups.
 - c. Classroom teacher will be in charge of filling dispenser, and cleaning/disinfecting bottle/dispenser once a week.
 - d. Change to 3-gallon water bottles instead of 5-gallon for ease of use.
 - e. Office consider buying individual bottles of water and 1 gallon bottles for making coffee.
 - f. Bathroom sinks should not be used for filling coffee pots or water bottles.
3. **Flu Shots:** All staff and students should get the annual flu shot as soon as it is available. This will hopefully lessen sicknesses that could be mistaken for Covid.

Flow of School Day *Sanitizing Routine*

8:05am	Gathering All Teachers/Staff gather in Nave. Keep 6'+ Social Distance and wear masks.	Prayer of Met. Philaret, "Grant, O Lord..." Announcements
8:15am	Teachers go to meet classes. Cohorts go to morning prayers in Cathedral according to day of the week. M – Cohort B Tu, Th – Cohort C W, F – Cohort D	BELLS RING – 3 different rings to distinguish Cohort days Cohort going to morning prayers enters Cathedral, not touching door, etc. / Prop doors open. Cohorts not going to Cathedral, line up at classroom doors. *Late students join class as they arrive.
8:18am	Morning Prayers (Nave or Classroom)	Cathedral - Upbeat, inspiring, less than 10 minutes, relevant, include regular school prayer, "Bless my father and mother...", include Gospel? After prayers, go to school classroom and say Pledge of Allegiance. Classroom – Usual prayers plus Pledge of Allegiance
Sanitize hands on entering classroom.		
8:30am	Begin studies	
Sanitize hands mid-morning (apx 9:30am).		
	1st Recess	
9:40am	Cohort A (Preschool) Recess until 10am	Upper Playground
10:05am	Cohort B Recess until 10:25am	Upper Playground
10:30am	Cohort C Recess until 10:50am	Lower and Upper Playground
10:55am	Cohort D Recess until 11:15am	Lower and Upper Playground
Sanitize hands after recess. Wash hands first as needed.		
11:20am Office staff – Sanitize school public surfaces: doors, hand rails, etc.		
Lunch and 2nd Recess		
Sanitize hands in classrooms before lunch.		
11:30am	Cohort A (Preschool) go to lunch until 11:50am. 2 nd Recess until 12:10pm.	Lunch Routine: Enter basement door and set coats aside. Go to assigned table. Drop off food to be microwaved on the way. *Remain standing at place and say prayer. Sit and eat. Hot lunches are distributed by lunch leaders. Stand and say ending prayer. Dismiss by table and student put trash in garbage can as they go to get coats. Go to after-lunch recess.
11:50am	Cohort C go to lunch until 12:10pm. 2 nd Recess until 12:30am.	
12:10pm Lunch aides sanitize tables and chairs used by Cohorts A / C		
12:15pm	Cohort B go to lunch until 12:35pm 2 nd Recess until 12:50pm.	
12:35pm	Cohort D go to lunch until 12:55pm 2 nd Recess until 1:15pm.	
12:40pm Office staff – Sanitize school public surfaces: doors, hand rails, etc.		
1:00pm Lunch aides sanitize tables and chairs used by Cohorts B / D.		
Sanitize hands after recess. Wash hands first as needed.		

1:45pm or 2:45pm	<p style="text-align: center;"><i>End of Day</i></p> <p>(15 minutes before end of day in home room class. Upper grades have pullouts at end of day.)</p>	<p>End of Day Routine: Pack backpacks. Say closing prayer. Use Clorox wipes to sanitize desks/tables/chairs in each classroom. Put chairs on desks.</p>
3:00pm	<p>School Dismissed</p> <p>*No after-school care this year</p>	<p>Cohort A (Preschool) remains in classroom for parent pickup. Cohort B gathers on School porch for pickup. Cohort C 3/4 gathers in designated area by SE corner of Cathedral Cohort D cannot mingle with other Cohorts, but wait by classroom for parent pickup.</p>

Sick Student Protocol

1. Parents must keep sick students at home. Sick means symptoms such as runny nose, sore throat, cough, fever, aches, nausea, vomiting, or diarrhea, that are not due only to allergies or other very familiar reasons.
2. If teacher sees a sick student (same symptoms as above), the teacher right away escorts student to infirmary for evaluation.
3. Office procedure:
 - a. Isolate and Evaluate
 - i. Make student comfortable and evaluate symptoms.
 - ii. Call parent to share information.
 - iii. Decide if student should go home.
 - b. Precautions
 - i. Mask for student and/or staff
 - ii. Gloves as appropriate
 - iii. Sanitize afterward
 - c. Create an “infirmary” in school for evaluation and isolation of students.
 - i. Chest with masks, gloves, etc.
 - ii. Medicines: children’s Tylenol, Benadryl, etc.
 - iii. Thermometer
 - iv. Cot, blanket, pillow
 - v. Chair
 - d. If a student stays home sick or is sent home sick, CDC guidelines recommend that the student should be home for 7 days and be symptom-free for 3 days before returning to school. (If the student is tested negative for Covid, the student may return to school after 24 hours symptom free.)
 - e. If a student tests **POSITIVE** for Covid
 - i. Parents in Cohort are alerted, and Cohort goes to distance learning for 14 days.
 - ii. Any teacher or student who then becomes symptomatic should get Covid tested.
 - iii. Any student who tested POSITIVE for Covid can return to school after appropriate isolation (7 days since start of symptoms and 3 days asymptomatic and negative COVID test).

Sick Teacher Protocol

1. Planned absence or confirmed non-Covid medical issue use regular substitute teacher routine.
2. Sudden, unexpected illness or absence:
 - a. Cohort team adjusts to cover absence
 - i. Do the best possible
 - ii. Have pre-prepared lesson plans
 - iii. Have “special projects” for class to do
 - b. If teacher has Covid symptoms such as runny nose, sore throat, cough, fever, aches, nausea, vomiting, or diarrhea, that are not due only to allergies or other very familiar reasons, teacher gets tested.
 - i. Pre-arrange for quick-test location with quick results.
 - ii. Cover expenses
 - iii. We want the threshold for testing to be low so teachers feel free to get tested as often as needed.
 - c. **NEGATIVE** TEST RESULT – Teacher may return to school after 24 hours symptom free.
 - d. **POSITIVE** TEST RESULT
 - i. Parents in Cohort are alerted, and Cohort goes to distance learning for 14 days.
 - ii. Any teacher or student who then becomes symptomatic should get Covid tested.
 - iii. Any student who tested POSITIVE for Covid can return to school after appropriate isolation (7 days since start of symptoms and 3 days asymptomatic and negative COVID test).

This link below has guidelines for what to do with people who test positive for Covid:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

Additional CDC guidelines on exposure to known Covid 19 can be found here:

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