

Update 8-5-20

# 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 pre-cautions 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.*

Update 10-29-20

See Addendum of 10-8-20 on "Close Contact" Protocols for Students or Staff

See Addendum of 10-21-20 on Out-of-State Travel Protocols for Students or Staff

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 1<sup>st</sup>/2<sup>nd</sup> grade
  - c. **Cohort C** is 3<sup>rd</sup>/4<sup>th</sup> Grades.
  - d. **Cohort D** is 5<sup>th</sup> Grade and 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> 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	<b>Gathering</b>	<p>All Teachers/Staff gather in Nave. Keep 6'+ Social Distance and wear masks.</p> <p>Parents drop-off students at bottom of School steps and students go only to area designated to their cohort. No mingling among cohorts.</p>	<p>Prayer of Met. Philaret, "Grant, O Lord..." Announcements</p> <p style="text-align: center;"><b>Drop-off Routine - 8:05am</b></p> <p><b>Cohort B</b> gathers only on School porch or playground area. <b>Cohort C</b> gathers only in upper parking lot and lawn. <b>Cohort D</b> gathers only in lower parking lot by classroom. <b>Cohort A (Preschool)</b> 8:30am Parents drive into upper parking lot and take students to door of class.</p>
8:15am	<p>Teachers go to meet classes. Cohorts go to morning prayers in Cathedral according to day of the week.</p> <p style="text-align: center;"><b>M – Cohort B</b> <b>Tu, Th – Cohort C</b> <b>W, F – Cohort D</b></p>	<p><b>BELLS RING</b> – 3 different rings to distinguish Cohort days</p> <p>Cohort going to morning prayers enters Cathedral, not touching door, etc. / Prop doors open.</p> <p>Cohorts not going to Cathedral, line up at classroom doors.</p> <p>*Late students join class as they arrive.</p>	
8:18am	Morning Prayers (Nave or Classroom)	<p><b>Cathedral</b> - 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.</p> <p><b>Classroom</b> – Usual prayers plus Pledge of Allegiance</p>	
<b>Sanitize hands on entering classroom.</b>			
8:30am	Begin studies		
<b>Sanitize hands mid-morning (apx 9:30am).</b>			
	<b>1<sup>st</sup> Recess</b>		
10:00am	<b>Cohort A (Preschool)</b> Recess until 10:25a	Upper Playground	
10:30am	<b>Cohort B</b> Recess until 10:50am	Upper Playground	
10:55am	<b>Cohort C</b> Recess until 11:15am	Upper Playground	
TBD	<b>Cohort D</b> Lower parking lot	Lower Playground	
<b>Sanitize hands after recess. Wash hands first as needed.</b>			
<b>11:20am Office staff – Sanitize school public surfaces: doors, hand rails, etc.</b>			
<b>Lunch and 2<sup>nd</sup> Recess</b>			
<b>Sanitize hands in classrooms before lunch.</b>			
12:20pm	<b>Cohort A (Preschool)</b> recess until 12:30p.	<p>Lunch Routine</p> <p>To begin Lunch will be in classrooms at a time determined by the teacher. Sack lunches only. Microwaves will be available.</p>	
12:35pm	<b>Cohort C</b> recess until 12:55pm.		
1:00pm	<b>Cohort B</b> recess until 1:20pm.		
TBD	<b>Cohort D</b> Lower parking lot		
<b>12:40pm Office staff – Sanitize school public surfaces: doors, hand rails, etc.</b>			
<b>1:00pm Lunch aides sanitize tables and chairs used by Cohorts B / D.</b>			
<b>Sanitize hands after recess. Wash hands first as needed.</b>			

1:45pm or 2:45pm	<p style="text-align: center;"><b><i>End of Day</i></b></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>Students are picked up by parents at the steps below School porch.</p> <p>*No after-school care this year</p>	<p style="text-align: center;"><b>Pick-up Routine</b></p> <p><b>Cohort A (Preschool)</b> gathers on Cathedral porch. Parents may drive into upper parking lot..  <b>Cohort B</b> gathers on School porch for pickup.  <b>Cohort C</b> gathers in designated area on hillside between main School and outer buildings.  <b>Cohort D</b> gathers in lower parking lot outside classrooms..</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>

## ***Letter to Parents***

Dear Parents of Saint John's School Students:

Our teachers, staff and school board are looking forward to the start of our school year 2020/21. We have established protocols and procedures to the best of our knowledge and ability to keep both our students and our staff safe during the time of the coronavirus.

We need your help to keep us all safe. Here is what we expect from you:

- Drop-off and pick-up your student at School on time.
- Enter the School only on essential business and wear a mask.
- Be ready to keep your sick children at home. Sick means symptoms of runny nose, sore throat, cough, fever, aches, nausea, vomiting or diarrhea, that are not due to already medically established reasons. Read the attached "Sick Student Protocol" and follow the guidelines set forth there.
- Cooperate with teachers if a cohort is required to go to distance learning for a period of time.
- To the best of your ability observe a lifestyle apart from school that limits your family and your student from exposure to the corona virus so that students in turn will not bring the virus to our school.
- If your student travels out of state, please strictly follow the state travel guidelines before returning to school.

Here is what we in turn will try to do for you:

- We will protect your children with all our hearts while they are with us.
- We will educate them to read and write, to become proficient in math and science, and to understand history and social studies as is age appropriate.
- We will treat them with love and respect and help them learn to show these same to others.
- We will do this with a gratitude to God and an awareness of His grace as is customary to the Orthodox Christian way of life.

In this way let us begin this school year with an expectation for every good thing and a faith in God that will see us through any uncertainty or difficulty we encounter. Sometime soon before the start of school we will send our newsletter with more practical details about drop-off areas, bringing school supplies, and other basic things.

Sincerely yours,

The Teacher, Staff and School Board of Saint John Orthodox Christian School

---

## Addendum to School COVID Plan regarding “Close Contact” Protocols

October 8, 2020

If a student or staff member or a member of their family has come into “close contact” with someone who has tested positive for COVID-19, please inform our School immediately and follow the guidelines below.

### Close contact is defined by the CDC as:

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
  - 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
- 
- Any student or member of our School staff or a family member who has close contact with an individual who receives a positive COVID test, that person with the close contact must quarantine for 14 days, beginning from the date of their last exposure. A Negative COVID test will not shorten this 14-day period.
  - Other members of that family, who are students or staff members of Saint John's School, and who were not directly exposed and therefore did not have close contact, may return to School, as long as the exposed family member has no COVID symptoms.
  - However, if the exposed family member develops any COVID symptoms, students or School staff members in that household must leave School right away and begin to quarantine for 14 days.
  - It is also very IMPORTANT that the student or staff member who has to leave School right away is COVID tested that very day. Even if test results take several days, it will still tell the School whether or not this student/staff member was COVID negative on the last day he/she was in School. If that test is positive, then the entire cohort will go to 14-day distance learning. If that test is negative the cohort may remain in School.
-



## Addendum on Out-of-State Travel Protocols for Students or Staff

10-21-20

Upon arriving in Alaska all travelers must follow state guidelines put into effect on October 16, 2020, which require a negative Covid test upon landing followed by 5 days of strict social distancing, (See [Health Guidance for Alaska Travellers.](#))

In order to return to Saint John's School after out-of-state travel, a staff member or student must...

...have been in Alaska for 5 full days after landing,

...be symptom free at the end of this time,

...and have one negative COVID test, either the one upon landing *OR* one administered after they have been in Alaska for 5 full days, if they were a young child and opted out of the landing test. In other words, we want staff members as well as young students to have at least one negative COVID before they return to School, either at landing or 5 days after landing.

*Alternatively...*

Alaska residents may also choose not to be tested but instead to strictly quarantine for 14 days, and be symptom free at the end of this time. This also would be acceptable for a staff member or student to return to School.