



ST. LUKE'S  
EPISCOPAL SCHOOL

**Return-to-School Plan  
2020- 2021**

# St. Luke's Episcopal School

## 2020-2021

This Plan is based on several beliefs held dearly by SLES and the ability of SLES to carry out its mission.

- We believe that an Episcopal education, at its core, is relational and that we need to meet face-to-face whenever conditions permit us to be effective in our mission of training scholars and graduating leaders.
- We believe that a plan should hold student learning and their long term social and emotional needs at the highest levels.
- We believe that we need to partner with parents to support their child's educational needs while allowing them to maintain their ability to meet their family's needs.
- We believe that any implemented plan should be collaborative, financially feasible, operationally practical, acceptable by the majority of our constituents, and individually tailored to the community of SLES.
- We believe that we should be considerate of the needs of all SLES community members, including our students and employees.
- We believe that the physical environment at SLES needs to support the health and healthy behaviors of our students, staff, and families.
- We believe that mental health, along with the physical health of the child, should be considered equally.
- We believe that by coming to SLES, parents, families, and other community members voluntarily assume a certain level of risk daily. An inherent risk of exposure to COVID-19 exists in any public place where people are present. By attending SLES, parents voluntarily assume all risks related to exposure to COVID-19 and any other contagious disease.

***The SLES Task Forces, Administration, and Board of Trustees recognize the authority of the health and local government agencies. When the leeway exists surrounding recommendations, SLES will determine which recommendations to follow as is necessary to safely and effectively carry out the mission of St. Luke's Episcopal School.***

***SLES recognizes that this Plan is a living document and may change as we learn new information and as the impact of this virus changes.***

# DEVELOPMENT PROCESS

Throughout the last months we have sought the advice of experts in the fields of public health, medicine, and education, and we compulsively track the guidance of local and state officials. Our conversations have been wide-ranging as we consider the implications of our decisions on the intellectual, mental, social, emotional, spiritual, and of course physical health of our community members.

In its COVID-19 Planning Considerations Guidance for School Re-entry released in July, the American Academy of Pediatrics (AAP) advocated for policies that prioritize having students physically present in school. Balancing our desire to be back on campus with health and safety guidance from sound public health authorities like the AAP and CDC, we have developed a 2020-21 plan that adapts to the fluctuating COVID-19 health threat.

We have learned much about infection prevention in the last few months. Because many of these principles were new to us, and they offer context to our plan, we thought it might be helpful for you to understand them as well.

- Density Reduction – decreasing the amount of people in a shared space at any given time
- Cohorting – keeping the same students together throughout the day to minimize cross-contamination and make contact tracing easier if a confirmed case happens on campus
- Ingress and egress – managing the movement and flow of people as they enter and exit spaces
- PPE – use of personal protective equipment like face masks and gloves

Analysis and recommendations from evidence-based practices in infection prevention, guidance from the American Academy of Pediatrics (AAP) and the CDC, review of the COVID-19 Threat Level Tracker, which reviews lessons from schools leaders around the world as they reopen, as well as guidance from Independent Schools Association of the Southwest (ISAS), the National Association of Independent Schools (NAIS), and the Southwestern Association of Episcopal Schools (SAES). Additionally, our SLES community has significantly contributed to the general framework and plan of implementation – including the Board of Trustees, the Operational and Safety Task Force, the Medical Advisory Council, the Administrative Team, faculty and staff, and YOU!

# SLES TASK FORCE MEMBERS

## **Operational and Safety Task Force** (Employees and Parents)

Ed Burton  
Jenny Bowhay-Carnes  
Veronica Centeno  
Chelsea Collins  
Christopher Duke  
Bob Frankland  
Dale Harris  
Deb Isabelle  
Leslie Kassahn  
Jonathan Kerstetter  
Sabeen Koreshi  
Sherrye Macha  
Marquel McCabe  
Michelle Miller  
Susie Parker  
Linda Richardson  
Brian Schick  
Whitney Schones  
Candace Tolentino

## **Distance Learning Task Force** (Employees)

Lynne Boyers  
Chelsea Collins  
Cecilia Corso  
Christopher Duke  
Karen Erfurth  
Karen Kerstetter  
Amanda Kimura  
Sarita McCullough  
Mark McCullough  
Marvilyn Miller

## **Medical Professional Advisory Committee** (Employee and Parents)

Mario Garza, MD (Gastroenterology)  
Christine Gear, MD (Internal Medicine, Nephrology)  
Jimmy Jackson, MD (Gastroenterology)  
Amy Maverick, MD  
Marquel McCabe, DDS  
Michelle Miller, MD, FAAP (Pediatrics)  
Eric Stupka, MD (Pulmonary and Critical Care Medicine)  
Linda Richardson (School Nurse), RN  
Chelsea Collins (Head of School)

# OUR PLAN

Our goal is to provide the best educational experience for our students on campus, and each member of our community will play an important role. SLES's first line of defense is YOU! If there is any sign of potential illness that could be COVID-19, DO NOT SEND YOUR CHILD TO SCHOOL. Any widespread of confirmed cases in our community could result in the closing of our campus. Therefore, we are asking each family, as a member of our community, to do your part both on campus (and off campus).

The primary mode of COVID-19 transmission is through respiratory droplets by persons in close proximity. This, coupled with mounting evidence on the importance of universal face coverings in interrupting the spread of COVID, as informed our decision to require cloth face coverings for all persons on campus.

## **On Campus Instruction**

On-campus learning will require considerable operational and environmental changes. This document is almost entirely dedicated to safety measures for on-campus learning scenarios. We realize there may be students who require distance learning after we have returned to campus. Families who are more comfortable with their child learning from home may opt into our distance learning program. However, families who opt into the distance learning program will need to commit for a minimum of at least three weeks. Families who wish to have their child return to on-campus instruction will be required to sign an Assumption of Risk and Waiver of Liability Relating to COVID-19.

## **Masks**

The primary mode of COVID-19 transmission is through respiratory droplets by persons in close proximity. This coupled with mounting evidence on the importance of universal face coverings in interrupting the spread of COVID-19, have informed our decision to **require cloth face coverings** (masks) for all persons on campus. The School will provide each student with one reusable mask. Students will have the opportunity to wear clean, school-appropriate personal face masks. Please label all cloth face coverings with your child's first and last name. We will have plenty of disposable face masks on hand for students who forget or misplace theirs.

## **Physical Distancing**

In compliance with CDC guidelines, physical distancing of 6 feet will be strongly enforced. However, we recognize that certain situations and learning opportunities make it difficult to ensure an appropriate distance of 6 feet. In those situations, we will practice alternative safety protocols.

## **Health Screenings**

It is operationally challenging for the school to conduct daily individual health screenings of the 200+ students, teachers, and employees that come on campus every morning. Therefore, health screenings should take place at home PRIOR to coming to school to minimize risks. However, health screenings and temperature checks WILL take place at school upon arrival. The school's screening efforts, coupled with daily personal health screenings, will significantly reduce the risk associated with coming to school. The school has established an isolated space to use as a Quarantine Room (Q Room). The normal clinic area will be used to dispense medications and treat minor injuries. Students exhibiting potential COVID19 symptoms will be directed to the Q

Room. Screening questions include: Are you experiencing shortness of breath, cough, chills, muscle pain, headache, sore throat, or loss of taste/smell? Do you have a temperature of 100.4°F or above? Have you been exposed to anyone who was positively diagnosed with COVID19 in the last 14 days? All individuals coming on campus must have a temperature below 100.4°F. Screening for COVID-19 risk factors beyond fever will require significant parent and family accountability. We ask parents to keep a close eye on their children and to keep them home when they are not feeling well. Please do not come on campus if the answer is “yes” to any of the above questions.

### **COVID-19 Infection Plan**

To return to campus an individual must have gone at least 3 days (72 hours) since recovery (resolution of fever without the use of fever-reducing medication), the individual has improvement in symptoms (e.g., cough, shortness of breath), and least 10 days have passed since symptoms first appeared. We will follow CDC guidelines for any employee or student who tests positive for COVID-19. These guidelines include, but are not limited to, notifying the health department of a positive case, informing anyone in our community with potential exposure while maintaining patient confidentiality, and ensuring the following criteria are met before the infected individual returns to campus. The school will assist in “frictionless testing” to ensure that all individuals exposed have access to rapid testing.

### **Cleaning & Sanitation**

We have greatly enhanced cleaning and sanitation efforts on campus, including hiring additional janitorial staff and acquiring specialized disinfecting equipment for them to use. Our sextons will increase disinfection of common areas, classrooms, restrooms, the clinic, and high touch areas to several times a day throughout campus. They will also blast any area which has been occupied by someone we suspect has been ill. In addition, we will engage a professional company to conduct routine, professional-grade deep cleanings of our facilities. The company specializes in eliminating viral and bacterial contagions from environments like schools and day cares. All employees and students will have access to hand sanitizer and disinfectant wipes to clean their areas and work surfaces as needed throughout the day. Everyone, including employees and students will be educated on how they play a part in keeping our campus clean.

### **Arrival/Dismissal Procedures**

All employees and students will be screened for symptoms and temperature checks will take place before entering the building. Students should arrive to school no earlier than **7:30 a.m.** and will go directly to their classroom upon arrival. During afternoon carpool, students will be dismissed from their classrooms. We will modify arrival and dismissal procedures to eliminate large, dense gatherings of students in different grade-level cohorts and allow for daily temperature screenings. We know from experience that carpool always takes longer during the first two weeks of school. This year will be no different. Each division will have a specified side of the building and location for drop off and pick up.

### **Dress Code**

Students will follow the dress code in the handbook.

## **Classrooms**

Physical distancing is fundamental to lowering the risk of spreading COVID-19. According to the American Academy of Pediatrics, evidence suggests that spacing as close as 3 feet may approach the benefits of 6 feet of space, particularly if the students are wearing face coverings and are asymptomatic. All classrooms can safely accommodate students within AAP's guidelines. Desks will face a single direction where possible. The relative impact of physical distancing among preschool and kindergarten children, according to AAP, is likely small based on current evidence and certainly difficult to implement. We will focus on more effective risk mitigation strategies for our young ones like hand hygiene, cohorting, and spending time outdoors. Hard-to-clean, plush surfaces like bean-bag chairs and stuffed animals will be removed from classrooms. We have ordered individual desk supplies that are usually shared among students like crayons and erasers. Books in classroom libraries will have a 48-hour decontamination period before they go home with another student.

## **Fine Arts and Special Areas**

Art and music classes contribute to the holistic education that we are committed to upholding. While some lessons or activities are not safe (for example, ensemble choir), we are using this opportunity to explore new artistic genres. For example, our music lessons may incorporate more percussion study, using instruments with which each student can use their own mallets. We are now acquiring new instruments and supplies. Class sets will be thoroughly disinfected following each lesson. All special area teachers in EC, EL, and IL will travel to the student's classroom with a cart of clean supplies. Students will not travel in and around hallways to get to special area classrooms. While there will be more movement among our middle schoolers, we will stagger the change times to one class at a time. Middle School students will mostly remain with their grade-level peers; however, because of shared electives, certain courses, and athletics, in grades 6-8 will operate as a cohort.

## **Food Service**

Lunch provided by SAGE will be delivered or picked up and brought to PK3 – 8 classrooms, where students can remain with their cohort, avoid a densely populated lunchroom, eliminate the use of shared utensils and table surfaces, and reduce movement in and around shared hallways. Students/cohorts may visit the dining center (Parish Hall) or outdoor patio on a weeklong rotation to allow for a full-school experience. Physical distancing will be practiced. All water fountains will be turned off. Students should bring a reusable (not disposable) water bottle of at least 20 oz. to school each day. We recommend one that doesn't "sweat" (condensation) as the students will keep it on or near their desks. Water filling stations will be located throughout campus.

## **Chapel**

It is our hope that all students will continue to attend chapel. However, all chapels will be streamed to the classrooms (and to parents). We will work to accommodate cohorts (or a division) to attend in person while practicing physical distancing.

## **Technology**

Technology has become a powerful educational tool—especially in the context of a volatile pandemic. We have spent the summer researching digital tools and strengthening our knowledge and proficiency of those platforms. We will continue to use our RenWeb/FACTSIS and Google Classroom to deliver and/or supplement lessons. We want to assure you that live, real-time access to classroom lessons will be available throughout the year (assuming they are happening in the classroom). GoogleMeet has developed new security enhancements that continue to make it an acceptably safe platform for our students, so we will continue to be using GoogleMeet as a tool for interactive lessons. In the first weeks of the

School year, students will learn how to be adept at online learning so they are able to transition in and out of any of our contingency scenarios with confidence. As needed, each intermediate level student will have an assigned device, which will be used during class time. Middle School students will use their school- issued devices as well. If your child does not have access to a computer or personal device, please let us know. EC and EL students should not engage in virtual lessons unsupervised, so we will not issue personal devices unless requested.

## **Field Trips**

Until further notice, all field trips will be cancelled (or conducted virtually, when possible). SLES is also looking for additional virtual opportunities in classes that do not normally have scheduled field trips. Overnight field trips in the middle school are being reviewed to determine how to best replace those experiences, and more information will be communicated, as we get closer to each scheduled event.

## **Athletics**

Decisions regarding Tiger Athletics will be determined in concert with our peer schools in the Independent School Athletic League (ISAL) and following guidelines of Texas Association of Private and Parochial Schools (TAPPS) and the University Interscholastic League (UIL). These organizations have yet to make a determination about Fall athletics. Regardless of the outcome, SLES will offer athletic opportunities that promote skill development, strength and conditioning, competitive play, and fun within their grade-level cohorts. We will share information regarding ISAL athletics and sports as it becomes available.

## **Major Events**

Community-building events are crucial to the SLES experience. We commit to creatively redesigning events that are integral to the cultural fabric of our community. This could mean they are conducted using virtual media or they are postponed to preserve the integrity of the event. Our fantastic volunteer leaders will join us in planning meaningful experiences for students and families. Additional plans will be shared as they become available.

## **Visitors**

In an effort to reduce infection exposure from outside sources, we have tightened our visitor policy considerably. Only internal personnel—students and employees—and a few essential services will be allowed inside campus facilities. Parents should remain in their vehicles when dropping off or picking up students. Essential personnel like speech therapists, reading or math specialists, and repair/maintenance workers will be permitted on campus following health screening and temperature checks. As best possible, volunteer opportunities will be conducted virtually or off campus. Tutors are not considered essential personnel.

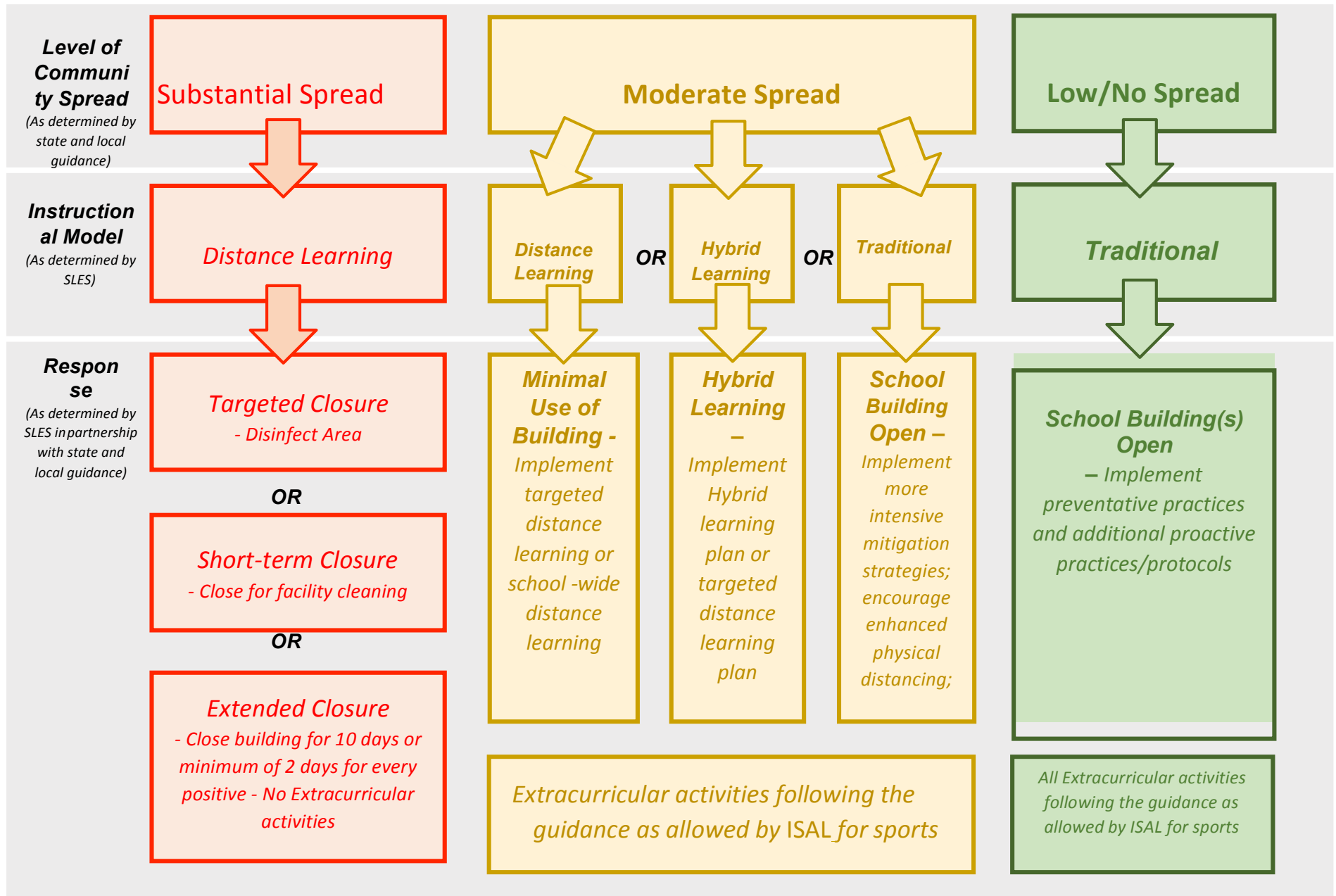


## Plan Highlights




St. Luke's Episcopal School will be open for in-person, on-campus instruction on August 19, 2020.

- All families (students) will have the option to return to campus for in-person instruction or remain off campus for distance learning.
- All students and employees will be required to wear a cloth mask at all times while inside of the building. Face shields may also be worn in conjunction with masks or when the appropriate physical distance may be maintained. Students and employees may remove their masks for outdoor activities (with appropriate physical distancing) or designated activities that would impede the educational process (i.e., reading to students) or when masks significantly limit functionality (i.e., eating, napping).
- Student will remain within their small group cohort throughout the day to minimize cross-contamination.
- Students and employees will have mandatory symptoms screening (fever, cough, shortness of breath, close contact or cared for someone with COVID-19) and temperature checks taken daily on campus and prior to entry into school. Employees who exhibit or acknowledge symptoms (including an internal temperature over 100.4°F will not allowed to enter the building).
- Students and employees will be required to be fever-free for 72 hours without the use of fever-reducing medication before returning to school.
- SLES will limit non-essential volunteers, visitors, and guests from entering the building during the school day. All (necessary) visitors will adhere to the same screening practices performed for employees and students.
- SLES will employ routine enhanced professional cleaning procedures, additional alcohol-based hand sanitizing stations, and reinforce proper hygiene practices (i.e. hand washing).
- Management of any confirmed case of COVID-19 will be handled in a cooperative manner between SLES and the Bexar County Health Department. If there is a confirmed case of COVID-19 at school, the School will contact all community members who have possibly interacted with that individual. The School will assist with frictionless testing for those individuals potentially exposed, and in accordance with CDC guidelines, will require a negative testing result before potentially exposed individuals are allowed to return to campus. The Head of School in conjunction with the Medical Professional Advisory Committee (and the Bexar Health Authority) will assess the need for school closure and/or distance learning.

# Return-to-School Plan



## Definitions

<p><b>Face Coverings</b></p> 	<p>Face coverings should be cloth and washed weekly (or more often). Recommendations regarding face coverings differ based on the level of community spread and can be found throughout this document. Information should be provided to staff, students, and families on proper use, removal, and washing of cloth face coverings. Any policy regarding face coverings should be sensitive to the needs of students and staff with medical issues that make the wearing of a face covering inadvisable.</p>	<p><b>Hand Sanitizer</b></p> 	<p>Hand sanitizers should contain at least 60% alcohol and only used with staff and children who can safely use hand sanitizer. Hand soap should be used for younger children who are unable to use hand sanitizer.</p>	<p><b>Clean/Disinfect</b></p> 	<p>Teach the safe and correct application of disinfectants and keep out of reach of children. Routine sanitizing will take place daily with emphasis on frequently, high-contact areas.</p>
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## Addressing Community Spread in the School

Substantial Spread	Moderate Spread	Low/No Spread
<ul style="list-style-type: none"> <li>• Coordinate with local and state health officials</li> <li>• Implement distance learning</li> <li>• Close off affected areas and, if possible, wait 24 hours before cleaning and disinfecting.</li> <li>• Consider ways to accommodate the needs of children, employees, and families at higher risk for severe illness (see <i>Protecting Vulnerable Populations</i> for considerations)</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain communication with local and state health officials</li> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Follow established protocol for students/employees who feel ill and/or experience symptoms when they come to school</li> <li>• Isolate and deep clean impacted classrooms and spaces</li> <li>• Consider ways to accommodate the needs of children, employees, and families at higher risk for severe illness.</li> <li>• If a family travels to a known CDC hot-spot for COVID-19, they may be asked to self-quarantine.</li> <li>• Screening of essential visitors and substitute teachers.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish and maintain communication with local and state health officials</li> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Follow established protocol for students/employees who feel ill and/or experience symptoms when they come to school</li> <li>• Consider ways to accommodate the needs of children, employees, and families at higher risk for severe illness</li> <li>• If a family travels to a known CDC hot spot for COVID-19, they may be asked to self-quarantine.</li> <li>• Consider screening essential visitors and substitute teachers</li> </ul>


<i>Level of Community Spread</i>	<b>Substantial Spread</b>	<b>Moderate Spread</b>	<b>Low/No Spread</b>
<b>Practicing Prevention</b>	<ul style="list-style-type: none"> <li>• Use social media and other communications to inform parents, students, and employees about COVID-19 symptoms, preventative measures, good hygiene, and school specific protocols</li> <li>• Encourage COVID-19 testing</li> </ul>	<ul style="list-style-type: none"> <li>• Students and employees will return face-to-face and will be required to have a face-covering with them at all times. Students and employees will be required to wear a face covering at times when adequate physical distancing is determined to not be achievable when outside of their cohort group. (Class transitions, chapel, before and aftercare, clubs, and teacher or administratively determined times)</li> <li>• Teach and reinforce proper hygiene measures such as hand washing and covering coughs/sneezes</li> <li>• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</li> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Employees &amp; students (age-appropriate) clean/disinfect frequently touched surfaces regularly and shared objects after each use</li> <li>• Allow students and employees to bring hand sanitizer and face masks/coverings to use from home</li> <li>• Inspect all water systems and features for safety</li> <li>• Turn off water fountains, leaving bottle fillers accessible, and either provide clear, labeled reusable water bottles, bottles of water or expect students and employees to bring water bottles from home</li> <li>• Inspect ventilation systems for proper operation and increase the circulation of outdoor air as much as possible, as long as this does not pose a safety or health risk to students or employees</li> <li>• Conduct deep cleaning of all school areas before students/employees return; schedule additional cleanings during the school week, weekends or school holidays/breaks (to the extent practical)</li> <li>• Non-essential visitors and volunteers will not be allowed to enter the building while school is in session.</li> <li>• Perform health screening and take the temperature of all essential visitors and substitutes</li> <li>• If student or employee exhibits symptoms while at school, they will be individually evaluated by the nurse</li> <li>• Teachers will instruct students to be respectful of student and employees who choose to wear a mask (when not required)</li> </ul>	<ul style="list-style-type: none"> <li>• Students and employees will return face-to-face without requiring masks.</li> <li>• Teach and reinforce proper hygiene measures such as hand washing and covering coughs/sneezes</li> <li>• Provide hand soap and hand sanitizer with at least 60% alcohol, paper towels, and no-touch trash cans in all bathrooms, classrooms, and frequently trafficked areas</li> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Employees &amp; students (age-appropriate) clean/disinfect frequently touched surfaces regularly and shared objects after each use</li> <li>• Allow students and employees to bring hand sanitizer and face masks/coverings to use from home</li> <li>• Allow employees to wear masks, and other appropriate PPE as desired</li> <li>• Inspect all water systems and features for safety</li> <li>• Conduct deep cleaning of all school areas before students/staff return; schedule periodic cleanings during the school week, weekends or school holidays/breaks (to the extent practical)</li> <li>• Non-essential visitors and volunteers will not be allowed to enter the building beyond the office while school is in session</li> <li>• Perform health screening and take the temperature of all essential visitors and substitutes</li> <li>• Visitation restrictions will be removed when deemed appropriate</li> <li>• Teachers will instruct students to be respectful of student and employees who choose to wear a mask</li> </ul>

<p>Transporting Students</p>	<p><b>School buildings are closed</b></p>	<ul style="list-style-type: none"> <li>• Provide hand sanitizer for athletes and bus drivers</li> <li>• Provide face masks for bus drivers; allow athletes to wear face masks/coverings</li> <li>• Eliminate field trips</li> <li>• Clean and disinfect frequently touched surfaces on the bus after use</li> </ul> <p>-</p>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Provide hand sanitizer for athletes and bus drivers</li> <li>• Allow bus drivers and athletes to wear face masks/coverings</li> <li>• Inspect buses before athletes returning and as part of a regular rotation</li> <li>• Clean and disinfect frequently touched surfaces on the bus after use</li> <li>• Air out buses when not in use</li> </ul> </li> </ul>
<p>Calendars, Schedules, and Entering School Buildings</p>	<p><b>School buildings are closed</b> and <i>essential employees</i> report in-person to carry out necessary functions.</p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• School leaders must maintain reporting requirements</li> <li>• Leverage virtual tools and platforms wherever possible to conduct essential business and keep in-person reporting to an absolute minimum during school closures</li> </ul>	<ul style="list-style-type: none"> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Maintain 2020-21 School calendar as scheduled (with necessary adjustments)</li> <li>• Screen visitors, substitutes, and staff (to the extent practical)</li> <li>• Conduct symptom screenings before entering the building</li> <li>• Isolate and send home if internal temperature over 100.4°F. until fever-free without fever-reducing medication for 72 hours</li> <li>• Non-essential visitors and volunteers will not be allowed to enter the building beyond the office while school is in session</li> <li>• Plan for student and employee groupings to be as static as possible by having the same group of children stay with the same staff as much as possible (cohort model)</li> <li>• Plan for adequate supplies to minimize sharing of high touch materials to the extent possible</li> <li>• Minimize the sharing of electronic equipment, books, or art supplies without thorough cleaning</li> </ul>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Provide hand sanitizer for students and employees</li> <li>• Post signage in classrooms, hallways, and entrances to communicate COVID-19 symptoms, preventative measures (including staying home when sick), good hygiene, school specific protocols, and how to stop the spread of COVID-19</li> <li>• Minimize the sharing of electronic equipment devices, toys, books, art supplies, and other games or learning aids without thorough cleaning</li> </ul> </li> <li>• Non-essential visitors and volunteers will not be allowed to enter the building beyond the office while school is in session</li> <li>• Teachers will teach students to respect the personal space of others</li> </ul>

<p>Serving Meals</p>	<p>School buildings are closed.</p>	<ul style="list-style-type: none"> <li>Require student hand washing before and after meal service</li> <li>Provide hand sanitizer for students and employees</li> <li>Mark directional lines to enter the cafeteria and serving lines (to the extent practical); designate entrances and exit flow paths; stagger use</li> <li>Conduct cleaning of dining center and high-touch surfaces throughout the school day</li> </ul> <p>Alternative Serving Models:</p> <ul style="list-style-type: none"> <li>Serving meals in classrooms</li> <li>Serving meals in dining center with: <ul style="list-style-type: none"> <li>Directed serving lines (marked on floors)</li> <li>Reduced seating (utilize outdoor space as practical and appropriate)</li> <li>More extended meal periods for staggered meal delivery (utilizing state seat time waiver to extend meal periods)</li> </ul> </li> <li>Consider pre-packaged boxes or bags for each student instead of traditional serving lines. Avoid sharing of foods and utensils.</li> </ul>	<ul style="list-style-type: none"> <li>Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>Provide hand sanitizer for students and employees</li> <li>Allow students and employee to wear face masks/coverings while in large group gatherings</li> <li>Conduct cleaning of dining center and high-touch surfaces throughout the school day</li> </ul> </li> <li>Require student hand washing before and after meal service</li> <li>Conduct cleaning of dining center and high-touch surfaces throughout the school day</li> </ul>
<p>Transitioning</p>	<p>School buildings are closed.</p>	<ul style="list-style-type: none"> <li>Limit interaction between cohorts (to the extent practical)</li> <li>For class changes and other transitions throughout the school day: <ul style="list-style-type: none"> <li>Provide additional time for transitions (utilizing state seat time waiver to extend the transition period, if allowed.)</li> <li>Designate areas of the hallway (i.e., lanes) as flow paths to keep students separated to minimize the congregation of students</li> <li>Plan staggered class (ex: by hall, odd/even room numbers, grade/ discipline) changes to decrease the number of students in hallways at one time</li> <li>Have the same cohort of students stay with the same teacher (all day for young children and as much as feasible for older children)</li> </ul> </li> <li>Co-curricular teachers visit each classroom rather than students changing classrooms</li> <li>Scheduled restroom breaks limiting the number of students at a time</li> <li>Substitute teachers will be required to complete a health screen and temperature check before entering the building</li> </ul>	<ul style="list-style-type: none"> <li>Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>Allow students and employees to wear face masks/coverings while in large group gatherings (as necessary)</li> <li>Conduct cleaning of hallways and high-touch surfaces throughout the school day</li> <li>Designate areas of the hallway (i.e., lanes) to walk to keep students separated (to the extent practical)</li> </ul> </li> <li>Substitute teachers will be required to complete a health screen and temperature check before entering the building</li> </ul>

<h3>Conducting Large Group Gatherings</h3>	<p><b>School buildings are closed.</b> Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order</p>	<ul style="list-style-type: none"> <li>• Abide by the maximum number of people allowed to congregate as defined by the Governor's current statewide Executive Order</li> <li>• Identify and utilize large spaces (i.e., chapel, gymnasium, dining center, outside spaces – as weather permits) for physical distancing</li> <li>• Follow guidelines for sporting events and practices</li> <li>• Students will not use lockers</li> <li>• Stagger the schedule for large group gatherings (i.e., chapel, recess, and school meals)</li> <li>• Chapel takes place in the classroom, if possible</li> <li>• Schedule, but alternate playground /outdoor time each day</li> <li>• Do not schedule field trips for the 2020-21 school term</li> <li>• Orientation materials and content provided through video and written form</li> </ul>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>○ Provide hand sanitizer for students and employees</li> <li>○ Allow students and employees to wear face masks/coverings</li> <li>○ Follow guidelines for sporting events and practices</li> </ul> </li> <li>• Locker assignments provide for as much physical distancing as possible.</li> </ul>
<h3>Supporting Teaching and Learning</h3>	<p><b>School buildings are closed.</b></p> <p><b>Considerations:</b></p> <ul style="list-style-type: none"> <li>• Implement our Distance Learning Plan</li> <li>• Distribute printed instructional packets/ materials and designate and communicate collection/drop off points</li> </ul>	<p>Traditional Instructional Model</p> <ul style="list-style-type: none"> <li>• Schools can deliver traditional instruction under Moderate Spread by implementing the recommendations outlined in this guidance.</li> <li>• Use the master schedule to balance class numbers as much as possible – remove unused desks and furniture in classrooms; maximize physical distancing (to the extent practical)</li> <li>• Establish as much distance as possible between the teacher's desk/board and the student's desks</li> <li>• Identify and utilize large spaces (i.e., chapel, gymnasium, dining center, outside spaces – as weather permits) for physical distancing</li> </ul>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• Provide hand sanitizer for students and employee</li> <li>• Teachers &amp; students (age-appropriate) clean/disinfect frequently touched surfaces regularly and shared objects after each use</li> <li>• Establish an academic baseline:</li> <li>• Administer formative assessments toward the start of the school year</li> <li>• Conduct meetings with teachers to identify where students are academically</li> </ul> </li> </ul>



<p>Protecting Vulnerable Populations</p>	<p><b>School buildings are closed.</b></p>	<ul style="list-style-type: none"> <li>• Survey employees to gauge their intentions to return to work while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>• Survey families to gauge their intentions to return to a traditional school setting while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws</li> <li>• Provide remote/distance learning opportunities for medically verified vulnerable student populations in consultation with parents (when feasible.)</li> <li>• Adhere to FERPA and HIPPA requirements</li> <li>• Adhere to state and federal employment law and extended leave allowances</li> </ul>	<ul style="list-style-type: none"> <li>• Implement standard operating procedures while taking preventative measures such as: <ul style="list-style-type: none"> <li>• The school nurse will establish a point-of-contact with the local health department</li> <li>• Provide hand sanitizer for students and staff</li> <li>• Allow vulnerable students to complete their coursework at home via work packets or distance learning (when feasible).</li> <li>• Allow medically verified vulnerable students and staff to wear PPE throughout the school day (to the extent practical)</li> <li>• Establish a process for regular check-ins with vulnerable students and staff</li> <li>• Allow an early transition for vulnerable students to go to classes</li> <li>• Limit large group gatherings/ Interactions for vulnerable students and staff</li> </ul> </li> </ul>
<p>Athletics</p> 	<ul style="list-style-type: none"> <li>• School Athletic Facilities are closed to student-athletes, coaches, medical staff, spectators and media</li> <li>• Athletic competitions, workouts, and practices canceled</li> <li>• Athletic transportation canceled</li> <li>• Use of social media and other communications to inform parents, student-athletes and coaching staff of athletic cancellations and updates</li> <li>• Coaches will implement virtual athletic practices and workouts through video communication platforms, ex. Google Meet</li> </ul>	<ul style="list-style-type: none"> <li>• The athletic department will operate under SLES Return to Athletics protocols</li> <li>• Athletic Director and Head of School in consultation with other agencies and participating schools on competition protocols</li> <li>• The athletic department may adjust to restrictions and procedures on the recommendations from local or state health departments</li> <li>• Use of social media and other communications to inform parents, students, and employees of athletic cancellations and updates</li> <li>• All employees and students will be screened for signs and symptoms of COVID-19 prior to an out of school workout</li> </ul>	<ul style="list-style-type: none"> <li>• The athletic department may adjust to restrictions and procedures on the recommendations from local or state health departments</li> <li>• Use of social media and other communications to inform parents, students, and employees of athletic cancellations and updates</li> <li>• All employees and students will be screened for signs and symptoms of COVID-19 prior to an out of school workout</li> </ul>

<p><b>When a Child or Employee Member Becomes Sick at School</b></p>	<ul style="list-style-type: none"> <li>• SLES will provide the school nurse (and other healthcare provider) an isolation room or area to separate anyone who exhibits COVID-like symptoms.</li> <li>• School nurse will use Standard and Transmission-Based Precautions when caring for sick people.</li> <li>• Notify local health officials immediately of a confirmed case while maintaining confidentiality consistent with the Americans with Disabilities Act (ADA) and other applicable federal and state privacy laws.</li> <li>• Close off areas used by a sick person and do not use it before cleaning and disinfection. Wait 24 hours before you clean and disinfect. If it is not possible to wait 24 hours, wait as long as possible. Practice the safe and correct application of disinfectants and keep disinfectant products away from children.</li> <li>• Advise sick employees and children not to return until they have met CDC criteria to discontinue home isolation.</li> <li>• Train employees (specifically classroom teachers) to handle minor health needs (bandages).</li> <li>• Students who feel ill while at school will be sent to the nurse for evaluation.</li> <li>• If they have a fever of 100.4°F or higher, they will be moved to a holding room and sent home immediately.</li> <li>• Students who are sent home with a fever or who present with a fever over the weekend and are not tested for COVID19 will not be allowed to return to school until they are fever-free without medication for 72 hours and other symptoms have improved and have been cleared by the individual's health care provider.</li> <li>• Students who have left school with a fever will be required to have their temperature taken by the SLES Nursing staff before they can re-enter the school.</li> </ul>
<p><b>Confirmed Case of COVID-19 on School Property</b></p>	<ul style="list-style-type: none"> <li>• If there is confirmation that a person infected with COVID-19 was on school property, the SLES Nurse will contact the Bexar County Health Department immediately as well as the Texas Health Department. Unless extenuating circumstances exist, SLES will work with the Bexar County Health Department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure.</li> <li>• It is the responsibility of SLES to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be specifically identified in communications to the school community at large (following HIPAA guidelines) but may need to be selectively identified for contact tracing.</li> <li>• If closure is determined necessary, SLES will consult with the Bexar County Health Department to determine the status of school activities, including extracurricular activities, co-curricular activities, and before and after-school programs. As soon as SLES becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the Sextons will be informed, so that impacted building, common areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and employee presence, the Sextons will wait 24 hours or as long as possible prior to cleaning. However, if that is not possible or school is in session, the cleaning will occur immediately.</li> <li>• If there is a confirmation that a person infected with COVID-19 was on school property, and may have interacted with others, the School will assist with frictionless testing for those individuals potentially exposed, and in accordance with CDC guidelines, will require a negative testing result before potentially exposed individuals are allowed to return to campus. The Head of School in conjunction with the Medical Professional Advisory Committee (and the Bexar Health Authority) will assess the need for school closure and/or distance learning.</li> <li>• If an individual in one's home has COVID-19 or is quarantined because of COVID-19, those in the household should also stay home for a minimum of ten days. Return to school after documented infection with COVID-19 should be directed by the individual's health care provider.</li> <li>• Inform those who have had close contact with a person diagnosed with COVID-19 to stay home and follow CDC guidance if symptoms develop. If a person does not have symptoms, follow appropriate CDC guidance for home quarantine.</li> </ul>

## School Health Services

<i>Services</i>	<i>Strategies</i>
<b>Health Education: Students and Employees</b>	<ul style="list-style-type: none"> <li>• Provide basic information about COVID-19, include age-appropriate information for students/employees.</li> <li>• Delivery of good hygiene practices includes: <ul style="list-style-type: none"> <li>• Determine how the information will be delivered to students and school staff.</li> <li>• Provide general strategies via video format before school re-entry.</li> </ul> </li> <li>• Topics for Good Hygiene Practices include: <ul style="list-style-type: none"> <li>• Hand washing</li> <li>• Covering coughs and sneezes</li> <li>• Staying home when ill</li> <li>• Symptom monitoring</li> <li>• Taking temperature at home; and fever (what number is considered as fever?)</li> </ul> </li> <li>• Educate the school community about infection control strategies: <ul style="list-style-type: none"> <li>• Physical distancing</li> <li>• Recognizing signs and symptoms of COVID-19 illness or notifying school nurse if family members are ill</li> <li>• Guidance on what to do if the family unit has been tested and diagnosed with COVID-19</li> </ul> </li> <li>• Additional employee education may include: <ul style="list-style-type: none"> <li>• Continuous awareness of signs and symptoms of COVID-19</li> <li>• Temperatures and definition of fever</li> <li>• Proper hand washing techniques</li> <li>• Environmental cleaning of school building – health suite, classrooms, etc.</li> </ul> </li> <li>• Be aware of increased anxiety during this time of COVID-19 as the school employees, students, and parents/guardians.</li> <li>• Promote continuous communication between the school, student, and family as a sign of unity and togetherness.</li> <li>• Encourage and practice of good hygiene with school employees and students. Model good hygiene practices and use available resources from the state/local health agencies; federal health agencies (CDC) where possible.</li> </ul>
<b>Health Office: Management of ill students within the health office</b>	<ul style="list-style-type: none"> <li>• School nurse and other health services staff to wear appropriate PPE when working with suspected COVID19 students.</li> <li>• Suspected COVID19 students will be required to wear a mask when in the isolation room.</li> <li>• The health office needs to allow for separate space for treatment and student care (isolation area needed for sick students with fever). Students who present with COVID symptoms will be sent to a holding room (after assessment), which will be a separate room from the clinic.</li> <li>• Have adequate supplies available for school nurses and other school health services staff working with the nurse.</li> </ul>
<b>Medication Orders</b>	<ul style="list-style-type: none"> <li>• Check on the supply of daily medications and prescriptions for use and follow authorized prescriber orders.</li> <li>• Establish a procedure for students who receive daily medications during the school day.</li> </ul>
<b>Standing orders for the management of ill students in the school during the school day</b>	<ul style="list-style-type: none"> <li>• Develop a flowchart regarding when to isolate and send home.</li> <li>• Require students to present a doctor's note to return to school.</li> <li>• Follow procedures for students/employees who may arrive at school with illness and send home as soon as possible to avoid the spread of infection.</li> </ul>
<b>Standing orders for the management of students returning to school after illness</b>	<ul style="list-style-type: none"> <li>• Follow existing procedures for students/employees returning after illness, must be fever free for 72 hours.</li> </ul>

<b>Strategies to manage mental health and reduce anxiety</b>	<ul style="list-style-type: none"> <li>Utilize our SLES Wellness curriculum and work with the school administration on strategies to manage mental health and reduce anxiety related to COVID-19.</li> </ul>
<b>Disinfecting Strategies</b>	<ul style="list-style-type: none"> <li>The thorough cleaning of all surfaces in the clinic must be done daily.</li> <li>Continue to promote hand washing techniques. Clean surfaces regularly.</li> <li>Continue to practice physical distancing to the extent possible in the school setting</li> </ul>
<b>Monitoring At-Risk and Vulnerable Student and Staff Population</b>	<ul style="list-style-type: none"> <li>Refer to a medical provider to determine school entry for individuals with unique health concerns, including individuals who are immune-compromised and have a weak immune system.</li> </ul>

***SLES recognizes that this Plan is a living document and may change as we learn new information and as the impact of this virus changes.***