



St. David's Episcopal Day School

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COVID HEALTH AND SAFETY PLAN

As the situation is continually changing, these safety measures are subject to change while new information from state officials and the CDC are announced. We ask for your understanding and flexibility as we navigate these new policies and procedures to best meet the safety guidelines and needs of our students.

Program Hours:

The school operating hours are **9:00am to 3:00pm**. Afternoon enrichment programs will be held with your child's morning teacher. At this time, we are unable to offer extended care hours due to CDC regulations on mixing groups and reducing interaction with multiple staff members. As new information arises, we may be able to reopen this program.

Protective Clothing:

- Staff members will be required to wear masks and SDEDS button down shirts for easy removal.
- Gloves will be worn during check-in, diapering and mealtimes.
- Extra protective clothing will be available for staff members to change in the event of exposure to a sick child.
- Per the Universal Face Covering Order of July 1, 2020, students must wear masks when physical distancing is not possible or mixing of groups may occur, such as in hallways, restrooms, etc. We will focus our efforts on physical distancing in the classrooms so that students are not wearing masks all day.

Sanitation:

The building has been professionally sanitized before reopening and will be professionally cleaned and sanitized at the end of each day in addition to staff cleaning throughout the day.

- Toys, manipulatives, tables, doorknobs and playground equipment, and other high-touch surfaces will be regularly disinfected and rotated throughout the day.
- Children will each have their own set of materials such as markers, glue sticks, sensory items and more that will be sanitized and stored away after each use.
- Difficult to sanitize items such as large pillows and stuffed animals will not be used in the classroom. This also means stuffed animals from home will not be permitted.
- Hand sanitizer will be readily available in the building for staff use.
- SDEDS will maintain our previous strict handwashing policy, students and staff will wash hands
 - upon entering the building
 - before and after eating
 - after using the restroom
 - as needed after classroom activities

Visitors:

At this time, external visitors inside the building will be restricted. The number of families allowed in the lobby at one time will be restricted to allow for physical distancing. Physical distancing inside the building will be maintained with special markings on the floor to show distance and direction to help ease the flow of traffic in the hallways.

Check-In/Drop-Off Procedures:

- Drop off times will be staggered to allow for physical distancing and temperature checks and multiple entrances may be used to ease the flow of traffic.
- Each morning during check-in families will be asked to complete a health screen on Brightwheel via their personal device and provide a signature to verify the information is correct before they can check-in. The 3 questions that will be asked daily are:
 - No fever
 - No cough or shortness of breath
 - No contact with COVID-19 in the last 14 days
- Students temperatures will be taken before entering the school with a non-contact thermometer and will be taken again before naptime. All health checks will be logged in Brightwheel.
- If your child has a temperature over 100.4 F they will not be permitted to attend school. (see student health policy for return to school information)
- To minimize additional exposures, we ask that families designate one person to consistently do pick-up and drop-off.
- All adults must wear a mask and practice physical distancing.

Classrooms:

Students will be placed in alternating chairs to provide physical distancing. Children will have designated carpet spots to provide ample distancing for floor activities. Small group work and play will continue to be a focus of our program to keep class sizes small and limit large group gatherings.

Specials:

Extracurricular activities such as library, chapel, music, physical education, Spanish, and nature will continue to be a part of your child's day. They will be held outside, weather permitting, or broadcast live on smart technology in their classroom. There will be no mixing of groups and communal spaces will not be used.

Snack/Lunch:

Snacks provided by the school (once in the morning and once in the afternoon) will be individually packaged to reduce the spread of germs.

Lunches must be provided from home and lunchboxes are encouraged to be disinfected daily. Lunch will be eaten in classrooms to reduce the mixing of groups. Sanitation of surfaces and handwashing will occur before and after eating.

Nap Time:

- For nap time, children must bring an individual nap roll or blanket. These will be sent home to be washed on a regular basis.
- Children will rest in alternating head-to-toe (or toe-to-toe) positions and situated apart to account for physical distancing.
- All nap mats will be sanitized daily.
- Before nap time, staff members will recheck student temperatures and will be logged in Brightwheel.

Playground:

Outdoor play structures will be utilized by one class at a time, with increased time between play to allow for cleaning.

Dismissal:

We will continue to use a car line procedure for dismissal. Students will be brought one by one to their cars by their classroom teachers. Masks must be worn by adults during dismissal.

Sick Policy:

In the event that a child develops symptoms during the school day, they will be taken to an isolation room until they can be retrieved from school. To reduce the spread of illness and maintain the health of our students at school, children with a contagious rash, diarrhea, vomiting, runny nose that is not clear discharge, pink eye, or lice are not permitted to attend school under symptoms have subsided. Children must be fever-free for **72 hours** before attending school.

If a child or staff member has had any symptoms of COVID-19 or is diagnosed with COVID-19, we will follow all CDC guidelines to determine when they can return to SDEDS. We will also follow CDC guidelines for professionally sanitizing the building and quarantining potential exposures.

Families are encouraged to follow CDC travel guidance. As states and countries lift their restrictions, please pay close attention to CDC guidance around travel to specific regions. If you travel to these regions, you will need to follow CDC guidance for quarantining yourself and your family before returning to SDEDS.

Emergency Closures and Tuition Policy:

In the event that the school must close due to another state mandated lockdown, the current month's tuition will not be refunded. This includes any add-on programs in the afternoon. If the closure lasts into the following month, no tuition will be collected during a continued closure. For this reason, all families will be asked to pay tuition on a monthly basis. Per the Pennsylvania Department of Education, our Kindergarten program must provide distance learning in the event of a closure.

Pandemic Coordinator: Margaret Biester, Head of School

St. David's Episcopal Day School reserves the right to unilaterally amend, change, modify, delete, replace or add to the policies in this document, or to any other Day School policies or procedures, at any time, with or without prior notice. Such changes will be communicated in a timely manner.