

SMES GUIDELINES

based on the LOUISIANA DEPARTMENT OF HEALTH REOPENING GUIDELINES FOR LOUISIANA PUBLIC AND NONPUBLIC SCHOOLS

This guidance is based on current medical knowledge of how COVID-19 is transmitted, primarily through close physical contact, vocal and musical activities during which aerosol particles might be emitted, and touching shared surfaces or objects.

Protective measures in school settings include:

- Social distancing
- Monitoring students and staff for symptoms
- Practicing frequent environmental cleaning and handwashing.
- Face coverings required for faculty, staff, and students in grades 3 -7; recommended for younger students
 - cloth, disposable, or shield | must be a school appropriate pattern/design | any color | any style
 - keep a clean, spare face covering in your schoolbag
 - consider using a lanyard to secure the face covering when not in use

SMES Health Risk Policy

SMES recognizes that many health issues pose special concerns for the school community and that the school must be prepared to respond in a careful and responsible way to the health needs of the community. Students or faculty members may contract diseases that pose a risk of infection to others. The intent of this policy is to address the issue of highly communicable diseases and infections as well as other life-threatening diseases in general.

Members of the faculty and staff, volunteers, and parents of students at SMES have the responsibility to inform the Head of School of health problems which pose a potential risk to others or which put the individual at high risk.

Many illnesses of children are most communicable at the onset of symptoms or before the students have been seen by a physician for diagnosis. If a student is kept at home at the beginning of an illness, fewer children will be exposed to infection. A student will be sent home if the student shows signs of illness. It is the responsibility of the parent to demonstrate that the child is no longer an infectious health risk and should be permitted to attend school. A doctor's certificate is required for re-admission to school after a child has had a communicable disease.

Students and faculty who are sick should stay home, regardless of the illness and will be sent home if he/she has any of the following symptoms.

- known COVID symptoms including: fever higher than 100.4, cough, shortness of breath/difficulty breathing, sore throat, chills, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion, nausea, diarrhea or vomiting or runny nose
- a heavy nasal discharge
- a sore throat or cough
- an unexplained rash
- an upset stomach, diarrhea or vomiting
- an infectious condition; i.e., pink eye, impetigo, or open or oozing sores.

School Planning for COVID-19 Cases

- Students and faculty who are sick should stay home, regardless of the illness.
- If a child becomes ill during the day, a parent will be notified to pick up the child promptly. The isolation area will be in the front office. The front office will be a restricted area.
- Students and faculty who have COVID-19 must stay home and remain isolated until they have recovered and have been determined by their doctor to no longer be infectious.
 - Individuals who were in close contact of the student/faculty member may be identified and asked to quarantine for 14 days to monitor symptoms or have a negative COVID-19 test within 5-7 days.
 - Close contact of a case is a person who was less than six feet away from the student/faculty member for more than 15 minutes. (in their household, at a social event or any other close contact)
 - Not every student/faculty member in a school will need to stay home for 14 days, just those who are identified as close contacts to a case.
- If a student is exposed to someone with COVID-19 within the last 5-7 days (in their household, at a social event, or any other close contact), the student and his/her SMES siblings must quarantine for 14 days to monitor symptoms or have a negative COVID-19 test within 5-7 days. This also applies for SMES faculty & staff. These students will transition to Plan B during their quarantine.
- If a student or staff member tests positive for COVID-19, close contacts within the school community will be notified through email with an additional plan of action or next steps.
- SMES will continue routine and “deep” cleaning.
- Ensure continuity of education utilizing SMES Plan B for students/staff who are quarantined. Plan B will only be utilized by students who have applied and been approved for this virtual, at-home program. Students who need to be home for more than 5 days, will also be eligible for Plan B. Students on Plan B will be marked present for the days they virtually attend. Make-up work for short term absences can be picked up in the front office at the end of the school day, as in the past.
- If a faculty member tests positive for COVID-19 or is quarantined, virtual instruction may happen while the teacher is at home and the students are at school or a substitute teacher may teach the class. These issues will be addressed and planned for on a case-by-case basis.
- There is a possibility of school closure (3-5 days) if the school environment is determined to be a source of ongoing COVID-19 spread.
 - The decision to close schools is an individual, case-by-case process. That decision will ultimately be made by school leadership, with guidance and expertise from the SMES Executive Task Force.
 - Factors that will be considered in closing a school or classroom will be the level of community transmission, number of students/faculty affected and risk of spread at the school.

**** For COVID-19, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the time the patient is isolated. (www.cdc.gov)*

SYMPTOM MONITORING

CARPOOL PROCEDURES:

- A staff member will take each student's temperature before they exit the car. Students in grades 3-7 must be wearing a mask.
- Parents will be asked to confirm the student has not taken fever-reducing medication in the last 24 hours and does not have shortness of breath, sore throat, or a cough.
- If a student registers a temperature of 100.4 or higher, their temperature will be taken a second time 5 to 10 minutes later.
- Parents must assist younger students with seatbelts/ car seat buckles when entering & exiting the vehicles. School personnel will not reach into the vehicles to buckle/ unbuckle students. Social distancing at carpool must be in place. You may experience some delays during carpool as we implement these new safety procedures. Please plan accordingly; the tardy bell rings at 8 AM.
- All cars must drive through the carpool line; do not park and walk your child inside.

BEFORE CARE PROCEDURES:

- Families will ring the bell at the gate to be buzzed in and proceed to the double glass doors in Tucker Hall. A staff member will take each student's temperature before they enter the building. Students in grades 3-7 must be wearing a mask.
- Parents will be asked to confirm the student has not taken fever-reducing medication in the last 24 hours and does not have shortness of breath, sore throat, or a cough.
- If a student registers a temperature of 100.4 or higher, their temperature will be taken a second time 5 to 10 minutes later.

INCREASED CLEANING AND PRECAUTIONS

- Frequently touched surfaces will undergo cleaning multiple times throughout the day. This includes:
 - Light switches, doors, benches, banisters and bathroom fixtures
 - Surfaces and objects in the library, computer lab, music room, art room, etc. and other settings where “hands- on” materials and equipment are used
 - Student desks & tables will be cleaned before and after each student’s use.
- Minimal sharing of materials between students
- Playground equipment and athletic equipment will be cleaned daily or as necessary, depending on frequency of use.
- Limited use of indoor shared spaces, such as Parish Hall and the church
- Practice social distancing
- Face covering use
- Clean between each group’s use (alternating lunch days in Parish Hall, outdoor lunch, classroom lunch)
- Students are encouraged to bring bottled water from home. Communal water stations will remain closed until further notice.

SMES MODIFICATIONS

At this time, we will not have the following activities. **We value these things and realize their importance. We hope to be able to gradually incorporate some of these things in the future.** We will continue to have Zoom meetings, etc., as needed, for some events. Details will be forthcoming about events such as Back to School Night, Fishing Rodeo, etc.

- off campus field trips suspended
- no visitors on campus except under extenuating circumstances (includes family lunch, PA meetings, Grandparents' Day, Pizza Friday, class chapels, etc.)
- morning chapel service gatherings suspended/ possible small group / possible modified schedule / possible virtual options / classroom morning meetings
- no Tuesday Snack Shop
- no bus system this year due to COVID-19 capacity restrictions
- vocal instruction/ Choristers suspended; music class instruction will focus on other skills until Phase 3
- no Sheep & Shepherd meetings
- no VCH Elementary Band
- no large group gatherings
- no sports until Phase 3
- no after-school Enrichment classes
- no homemade food to be shared with the class (ex: homemade birthday treats)