



# St. Helena's

Episcopal Church and School

## 2020-2021 School Year Pandemic Policies

1. Social Distancing
2. Cleaning, Sanitizing & Disinfecting
3. Drop-off & Pick-up Procedures
4. Screenings
5. Learning Plan

In order to shepherd God's children and their families in a community of grace and to share the truth and love of Jesus Christ through developmentally appropriate instruction, we must make the following changes for the 2020-21 school year.

### Social Distancing

Children will be divided into classes (cohorts) by birthdates. Those children and two staff members will stay together as a cohort and not mix with other cohorts at any time during the school day. Each cohort will have a permanent classroom and designated outdoor areas each day. Each cohort will also have a designated bathroom. Classrooms and outdoor areas will be set up to maximize space so that children will be able to remain 3 feet apart. Marks will be made on the floor to help children social distance when inside. Children will have their own supply boxes with their own supplies and will not share. Children will have their own sitting mat, chair, and nap mat that will not be shared by other children. A larger percentage of the day will be spent outside than inside. Staff members will wear masks or face covers when inside the building. Children's masks will be available for any child who wants to wear one when in the building.

At this time we will not be offering extended care before or after school, enrichment Fridays or separate music, movement or Spanish classes.

### Cleaning, Sanitizing & Disinfecting

Every time staff and children enter the building, they will receive hand sanitizer at the main door and then wash their hands when they enter the classroom.

SHEEP will provide disposable cups throughout the day for water.

Staff members will spray their classrooms down upon entering with Germicide (hospital grade disinfecting spray, approved by the E.P.A). Any item that is placed in a

child's mouth, sneezed on, or contaminated in any way will be taken immediately and placed into a bucket to be sanitized. Staff will use the 4 step sanitizing process daily on contaminated items. Every time the group leaves a space (classroom, bathroom, outdoor area, etc) the staff members will spray Germicide.

All group bathrooms will be thoroughly cleaned and wiped down a minimum of 3 times a day.

Plastic kinder mats will be used for rest time. Each mat will be labeled with the child's name and a king size pillowcase will be put over it before the child lays down. Once rest time is over for the day, the cover will be removed and put into a laundry basket. Nap mat covers will be laundered daily. Each nap mat will be wiped down with a disinfecting wipe daily and then stacked. Children who need an item to sleep with will keep that item at school for the year. Items will be stored in a Ziploc bag with the child's name and will be laundered at the end of the week by the school staff.

All items that cannot be immediately sanitized have been removed from all classrooms (i.e.- dress-up clothes, stuffed animals, pillows, carpets).

Children will not bring items from home to school or bring items from school to home. The one exception is lunch and snack. Children will bring their daily snack and lunch in a gallon Ziploc bag labeled with their name. After drop-off, lunch bags will be wiped down with a disinfecting wipe and then delivered to classrooms. All lunch items will be disposable so that children will not take items home.

Any child or staff member who is sick or has any symptoms will be immediately removed from their cohort and isolated in a sick area while waiting for parents to pick them up.

Cleaning staff will thoroughly clean and disinfect each evening.

### Drop-off & Pick-up

Drop-off will begin at 8:15am and last through 9:00am. Any child who has not arrived by 9:00am will not attend that day. Each class will be assigned a drop-off/pick-up door. Ice chests will be outside the doors labeled with each class for parents to drop off Ziploc lunch bags. Upon arrival an administrator, in PPE gear, will meet the family in the door way and check the child's temperature. The temperature will be recorded and the parent will be asked if the child OR any member of the household has had any of the listed symptoms (Covid-19 symptoms will be posted on the door) in the last 7 days. If the answer is no and the child does not have a temperature, they will get hand sanitizer and then follow the colored tape on the floor to their classroom door where the 2 staff members will be waiting for them. Parents will leave the child at the door and not enter the building. Primary students will be assigned to drop off in the same manner at the outside of the yard gate.

Pick-up will be between 2:00-2:15pm. Parents will arrive at the same door they dropped off and wait outside while administrator calls for their child. Once the teacher

gets the call they will watch the child follow the colored line on the floor to the exterior door.

In the event there is heavy rain, drop-off & pick-up will be at the double doors only on John's Road and at the front door of the primary building under the awnings.

Unless there is an emergency, children will be at school from 9:00am-2:00pm and not be admitted late or released early. Parents who are experiencing an emergency situation are asked to call the school and leave a message so we can help with late drop off or early pick up.

### Screenings

ALL staff and children will be screened upon initial entry into the building for the day. Temperature checks will be taken and anyone with a temperature over 100.0 will be sent home immediately. Every staff and child will be asked if they or a member of their family has had any of the following symptoms within the last 7 days. If the answer to any of them is yes, they will be sent home immediately.

1. Cough
2. Shortness of breath
3. Chills and/or shaking
4. Muscle pain
5. Headache
6. Sore throat
7. Loss of taste or smell
8. Diarrhea
9. Temperature greater than 100.0
10. Known close contact with a person who is lab confirmed to have COVID-19

Temperature checks will continue to be taken throughout the day and staff will be watching for symptoms to develop in themselves and children. Anyone who comes down with a fever or a symptom from the list will be sent home immediately.

Only staff, children, and emergency officials will be allowed in the building.

### Learning Plan

While at school, children will still get high quality, hands-on learning experiences. Those experiences will be shared with parents daily using Class Dojo (CD).

Chapel will be live recorded and broadcast to classrooms on CD using their classroom TVs. Parents will have that same access at home if their child is not able to attend school. Teachers and parents will be able to communicate about progress using virtual portfolios on CD. If/when learning has to go virtual, teachers will be able to share lessons and activities through CD. All school correspondence can be done through CD and staff and parents will be able to post pictures.

In addition, for this school year only, primary students will receive a subscription to an academic magazine that will be mailed monthly with activities to complete at home. Pre-school students will receive weekly Family Enrichment Packets to do at home.

Because there are various factors that play into us meeting on campus, we plan on having to toggle back and forth between home and school this school year. Texas Department of Family & Protective Services, the Texas Governor, and the Bishop of the Diocese of West Texas all have decision making power to decide when St. Helena's Early Enrichment Program has in-person versus home classes.