



## **COVID-19 Health and Safety Summary of Updated Understandings, Policies and Procedures (Updated 11-16-2020)**

### **Sources of Information & Knowledge**

Salisbury Academy is basing its preparations and guidelines for reopening and operating on the information and guidance currently available from the Federal, State, and local authorities and other health experts. In addition, the School is in communication with the National Association of Independent Schools (NAIS), The Southern Association of Independent Schools (SAIS), and other international, national, and regional schools and districts.

The Board of Trustees also appointed a Task Force subcommittee to advise and support the School's Leadership Team. This committee includes leaders from the following industries:

- Healthcare
- Finance
- Buildings and Grounds
- Food and Beverage

### **Current Understanding:**

Based on the most current information available, the school is making plans based on the following:

- COVID-19 is an illness caused by a virus that can spread from person to person
- COVID-19 is often spread from person to person through close contact and maintaining social distancing can greatly mitigate its spread
- Until a vaccine is widely available, COVID-19 will remain a public health concern



### **Planning Assumptions:**

The following are the high level assumptions the school is currently using to inform its planning for health and safety, teaching & learning, and operations. These assumptions are based on the best information to date and can and will be updated. Specifics on how these assumptions might look in application can be found in the school's handbook.

1. Conducting brief symptom screenings, including temperature checks, each morning at arrival for all faculty/staff and students or others entering the school facility or boarding school transportation. No one with a fever of 100.4 degrees Fahrenheit or higher would be allowed to remain on campus.
2. Receiving and dismissing students via multiple carpool drop-off locations. Students would wash their hands immediately upon entering the classroom.
3. Explicitly teaching students about physical distancing protocols and displaying visual aid reminders/ signage throughout campus.
4. Requiring the use of personal protective equipment (PPE) such as masks/face coverings as recommended by our local, state and federal authorities. This will include all adults and students during carpool/temperature checks.
5. Arranging classrooms for maximum physical distancing, maintaining a minimum of 6' between students whenever possible or creating clearly defined personal areas which may include plexiglass dividers. Class rosters for our youngest students, who are likely unable to maintain physical distancing, would be reduced.
6. Providing students with individual materials and supplies – no sharing of pencils, crayons, scissors, etc.– whenever possible and clean other classroom materials after each use.
7. Designating an area for isolating students with COVID-related symptoms until they can be promptly picked up from campus.
8. Requiring all students and faculty/staff with symptoms to follow the testing, contact tracing, and quarantine protocols established by Salisbury Academy and the state of North Carolina should they become ill or exposed to COVID-19.
9. Enhancing nightly cleaning/disinfecting with electrostatic equipment and additional disinfecting measures during the school day for commonly touched areas/items such as door handles, tables/desks, play equipment and restrooms.
10. Adjusting lunch protocols and other similar interactions or gatherings to avoid large group gatherings.



11. Limiting visitor and parent access to campus.

12. Manage deliveries with the utmost attention to health and safety.

### **Agreement for Voluntary Proactive Practices for Health and Safety**

This document outlines many of the ways the School is working to mitigate the risk presented by COVID-19. As part of this mitigation strategy, the School expects all families and employees to take proactive precautions to prevent community spread. These include:

- Staying home if a student or employee feels ill
- Staying home and then reporting to the school nurse if an employee, student or member of their households tests positive for COVID-19, experiences symptoms of COVID-19, or is exposed to someone who is positive or symptomatic for COVID-19
- Completing the Parent Health Pledge

### **Health Screenings**

The School will require a Health Screening of all students and employees prior to entering the building. The use of the Ascend Base Camp screening will be used by all families to answer a mobile friendly survey prior to the arrival at Salisbury Academy.

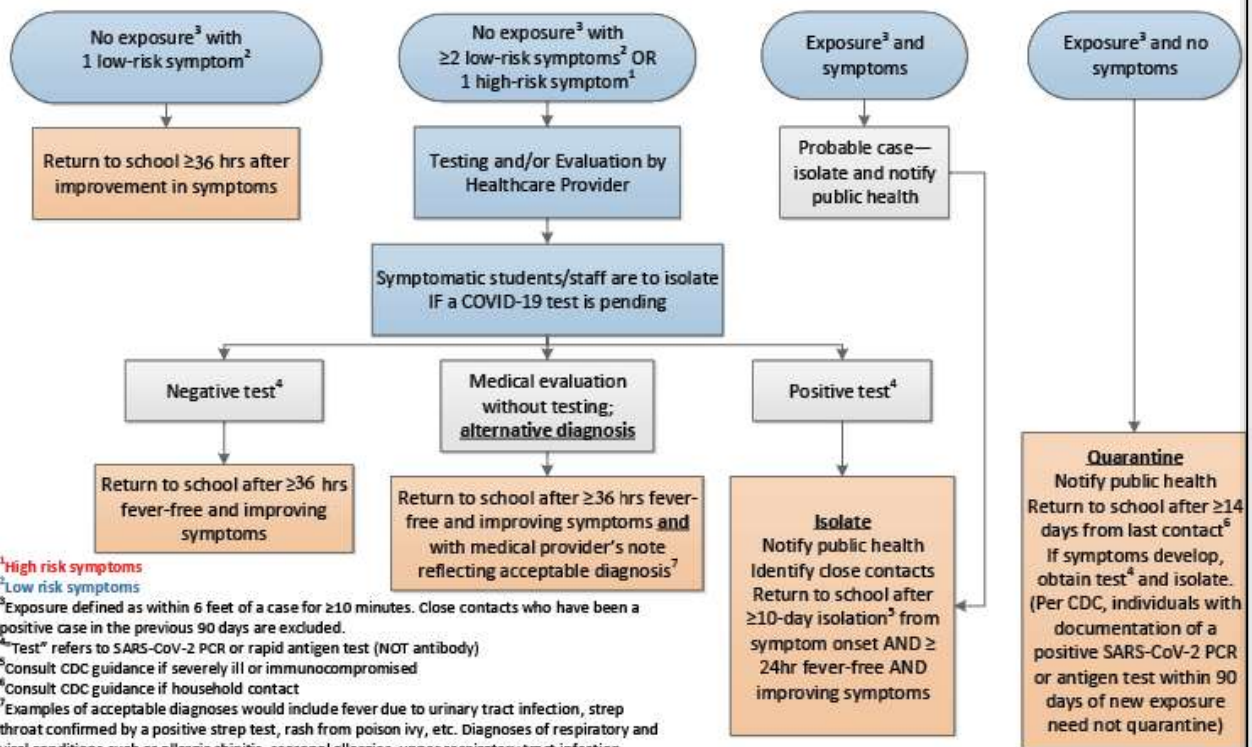
In addition, students and staff will complete a temperature check before entering the building to confirm they do not have a fever of 100.4 degrees Fahrenheit or more. Screenings will be conducted in a nondiscriminatory manner and results will remain confidential with only essential members of the School's administration knowing if any student or employee screens positive. All records will be maintained on a confidential basis to the extent possible.

The screening process will take place while the student is wearing a mask in their car prior to the exit for morning carpool. A form will be used to indicate yes/no for the temperature screening. If an elevated temperature is present during carpool, parents will be directed to the back parking area for a recheck.

In the event that an employee or student screens positive, they will report to a designated, controlled waiting area until the school nurse or designee can evaluate their condition and determine the appropriate next steps.



**SA Public Health Return to School Decision Support Algorithm:** Symptoms of COVID-19 include the following (**1 - high risk symptoms**): new cough, difficulty breathing, loss of taste or smell, fever (>100.4F) / (**2 - low risk symptoms**): congestion, runny nose, nausea, vomiting, diarrhea, sore throat, headache, myalgia, fatigue, tiredness



<sup>1</sup>High risk symptoms  
<sup>2</sup>Low risk symptoms  
<sup>3</sup>Exposure defined as within 6 feet of a case for ≥10 minutes. Close contacts who have been a positive case in the previous 90 days are excluded.  
<sup>4</sup>Test refers to SARS-CoV-2 PCR or rapid antigen test (NOT antibody)  
<sup>5</sup>Consult CDC guidance if severely ill or immunocompromised  
<sup>6</sup>Consult CDC guidance if household contact  
<sup>7</sup>Examples of acceptable diagnoses would include fever due to urinary tract infection, strep throat confirmed by a positive strep test, rash from poison ivy, etc. Diagnoses of respiratory and viral conditions such as allergic rhinitis, seasonal allergies, upper respiratory tract infection (URI), pneumonia, pharyngitis without positive strep test, viral illness, etc., DO NOT exclude the diagnosis of COVID-19 and DO NOT justify return to school

Adapted from Washington University 8/18/20

### Handling Suspected, Presumptive, or Confirmed Cases of Covid-19

The School subscribes to the CDC list of possible COVID-19 symptoms and will update as new information becomes available. The School will err on the side of caution and send home students presenting with these symptoms.

*Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms or combinations of symptoms may have COVID-19*

**High Risk Symptoms:** new cough, difficulty breathing, loss of taste or smell, fever (>100.4F)

**Low Risk Symptoms:** congestion, runny nose, nausea, vomiting, diarrhea, sore throat, headache, myalgia, fatigue, tiredness

### COVID-19 Exposure

Any employee or student who is directly exposed to a person with suspected or confirmed COVID-19 positive must remain at home for 14 days after last exposure. Salisbury Academy will follow NCDHHS and CDC public health recommendations for community-related exposure



based on contact-tracing criteria. While maintaining confidentiality and privacy of the individual, Salisbury Academy will notify the appropriate groups of parents and/or students.

Exposure criteria according to the CDC is based on the “6 feet, 15 minutes, and 48 hours” rule:

- 6 feet — determine who has worked within 6 feet of the infected person
- 15 minutes — determine if anyone remained within that proximity of the sick person for 15 minutes or more
- 48 hours — determine direct exposure for a prolonged period of time during the 48 hours before the infected employee or student exhibited symptoms.

In order to return to campus, a student or employee must:

- Have stayed home for 14 days
- Have not developed any COVID-like symptoms
- AND complete the Ascend Base Camp screening prior to entering the building

### **COVID-19 Positive**

Any employee or student who tests positive for COVID-19 must remain at home for 10 days. Salisbury Academy will follow NCDHHS and CDC public health recommendations for community-related exposure based on contact-tracing criteria. While maintaining confidentiality and privacy of the individual, Salisbury Academy will notify the appropriate groups of parents and/or students.

In order to return to campus, the student or employee must:

- Have stayed home for 10 days
- Be fever-free for 36 hours prior to returning to campus
- Have improved symptoms (including cough) for 36 hours prior to returning to campus
- AND complete the Ascend Base Camp screening prior to entering the building

### **COVID-Like Symptoms**

Any employee or student who develops COVID-like symptoms including fever of 100.4(F) or higher, chills, new cough, new shortness of breath and/or new loss of taste/smell must stay home for 10 days.

In order to return to campus, the student or employee must:

- Have stayed home for 10 days and showed improved symptoms for 36 hours prior to returning to campus
- OR provide a physician’s note that attributes the symptom(s) to another acceptable condition (Fever from a Urinary Tract Infection, Strep Pharyngitis, or Influenza with confirmed positive test result, Rash from contact dermatitis (poison ivy, etc).
- OR provide a physician’s note that confirms a negative COVID-19 screening
- AND complete the Ascend Base Camp screening prior to entering the building.

Unacceptable conditions that require testing include viral illness, upper respiratory tract infection (URI), allergic rhinitis, seasonal allergies, pneumonia, pharyngitis with a negative strep test, etc.



### **Siblings of Suspected COVID Cases or COVID-like symptoms**

Siblings of students with symptoms as noted on the chart are required to adhere to the following return to school protocols:

- If suspected student is not tested, remain at home for the 14-day isolation period
- If suspected student COVID test is negative, provide note regarding alternate diagnosis.
- Provide a physician note to attribute symptoms to acceptable diagnosis of fever due to urinary tract infection, strep throat as confirmed by a positive strep test, rash from poison ivy.

**Salisbury Academy will work closely with the local health department to notify staff and families while maintaining confidentiality in accordance with all state and federal laws.**

In addition to the requirements as stated above, any student or employee who is required to be off campus due to a COVID-19 related concern must consult and receive clearance from the school nurse or HOS before being allowed back on campus.

### **Student or Employee becomes Ill while on Campus**

#### Evaluation and Care

In the event that a **student** develops COVID-19 symptoms while on campus, the following steps should be taken:

- If two teachers are present, one teacher should notify the school nurse or the front desk via the School's internal phone system to have the child relocated to the COVID Care Center.
- If the nurse is not available or does not answer, the teacher should call the front desk for assistance.
- Upon arrival at the nurse's station, the nurse or staff member, wearing appropriate PPE, will take the child into a designated and separate section of the station for an evaluation. The adult should immediately wash their hands.
- If a student reports to the school nurse symptomatic for COVID-19 and cannot be isolated from others, a facemask will be provided to her/him to prevent possible transmission of the virus to others.
- If the student is found to be symptomatic for COVID-19, the Nurse will contact the student's emergency contact for immediate pick-up via the exit door closet to the Nurse's station.
- The School will then follow its Cleaning and Disinfecting and Communication guidelines.



In the event that an **employee** becomes ill while on campus, the following steps should be taken:

- If the employee is exhibiting symptoms of COVID-19 they should consult with the school nurse using the school's internal phone system.
- If the employee is symptomatic and if they are well enough, he or she should put on a mask or face covering if possible and leave campus. They are then encouraged to consult with their health care provider. The School will then follow the Cleaning and Disinfecting and Communication guidelines.

Students and employees who become ill on campus with symptoms of COVID-19 must adhere to the Returning to Campus for Symptomatic or Positive COVID-19 Diagnosis Students and Employees guidelines before returning to campus.

### **Disinfecting and Cleaning after Student or Employee becomes Ill while on Campus**

If an employee or student becomes ill with COVID-19 symptoms while on campus, after he or she is separated from others and receiving appropriate medical attention, the School will do the following:

- If a student or teacher becomes ill with COVID-19 symptoms, his or her class will immediately wash their hands and move to the outdoors or another appropriate learning space while the room is disinfected.
- The School would then conduct a deep clean for the space before students return.

### **Communicating after Student or Employee tests positive for COVID-19**

The School will work closely with state and local health departments to inform all of our communications regarding confirmed and potential COVID-19 cases within our community. While adhering to privacy laws and standards, The School will err on the side of transparency and proactive communication.

Unless directed otherwise, the school will communicate in broad terms when there is a confirmed case of COVID-19. We will partner with public health to communicate additional details to any individuals who may have had exposure to the individual(s) with a positive diagnosis.

### **Closure of Physical Campus:**

The school stands prepared to close its physical campus and transition into distance learning and operations at any point. This may be mandated by Federal or State Officials or the school may independently decide to make this decision based on its COVID-19 Operations Decision Matrix.

If a person diagnosed with COVID-19 is confirmed to have been in the building, the School will follow local health guidelines for closure and disinfecting. The length of the closure and its relation to weekends and planned school holidays will determine whether distance learning plans are employed.



### **Hand Hygiene and Respiratory Etiquette:**

In addition to precautionary and responsive policies and procedures, the school will also educate its community about, promote broadly and require best practices in personal hygiene such as:

- Hand hygiene includes traditional hand washing (with soap and warm water, lathering for a minimum of 20 seconds) or the use of alcohol-based hand sanitizers (60% alcohol or greater) when soap and water are not available.
- Educate and model appropriate behaviors and allow for hygiene opportunities before meals, after recess or physical education, and scheduled times throughout the day
- Respiratory hygiene/cough etiquette - according to the most recent guidance from authorities, the COVID-19 virus spreads from person to person in droplets produced by coughs and sneezes. It is important that students and staff cover their mouths or noses with a tissue when coughing or sneezing and dispose of the tissue appropriately. If no tissue is available, using the inside of the elbow (or shirt sleeve to cover the mouth or nose is preferable to using the hands. Always perform hand hygiene after sneezing, coughing and handling dirty tissues or other soiled material.

### **Social Distancing:**

Based on the CDC's recommendation that limiting face-to-face contact is the best way to limit the spread of COVID-19, the school will implement social distancing practices whenever possible. Below are illustrative examples of some of the social distancing practices the school will educate its community about, promote broadly and require whenever feasible:

- Maintaining 6ft distance between one another including when entering, exiting and walking through the campus and while in the classroom and office spaces
- Maintaining small, consistent, controlled groups of students and teachers
- Eliminating large groups and not using or repurposing common spaces such as the Cafeteria and Gym.

### **Small, Consistent and Controlled Groups:**

In line with the CDC's recommendations, the School will do its best to form small and consistent groups of students and teachers. This mitigation strategy will reduce the risk of potential exposure to COVID-19 by limiting the number of individual students and employees interact with while on campus. In practice, this may include:

- Reporting and dismissing directly from the classroom
- Eating lunch in the classroom or outside
- Limiting recess to just one class in an area
- Enhancement teacher delivering instruction in the students' classroom

### **Routine Cleaning and Disinfecting Procedures:**

The school will increase its proactive and routine procedures for cleaning and disinfecting. This may include hiring additional staff to consistently clean and disinfect common surfaces such as bathrooms, stairway banisters, door handles, etc. Teachers will also be trained on common classroom surfaces that should be cleaned regularly like desks, pencil sharpeners, etc.





## **Masks and Facial Coverings:**

Face coverings will be worn by all faculty and staff while working with students or while in contact with others in the building.

Face coverings for JK students are encouraged when entering and exiting the building but not required during the day.

Students in grades K-8 will wear face coverings inside the classroom.

Types of approved masks include cloth face coverings, surgical masks, and face shields.

- Face shields are not a substitute for cloth masks.
- N95 masks or cloth masks with valves are not allowed (because the valve releases unfiltered air).

We view the use of cloth face coverings as an important way that we, as a community, can slow/stop the spread of the virus and protect each other. Students will be required to bring a clean, washed cloth face covering to school every day. Use of the covering will be determined based on physical distancing and current health recommendations.

One washed and clean spare mask is recommended to be placed in a labeled paper bag inside student's book bag in case of soiling.

We understand that prolonged use of cloth face coverings could be difficult and even inappropriate for some students (especially our younger students), and we hope to provide flexibility based on meeting physical distancing criteria.

Individuals who are unable to wear cloth face coverings due to a medical or behavioral condition or disability may wear an alternate face covering, such as a shield, and maintain a minimum six-foot physical distance at all times. Students who require accommodations must have a doctor's note of approval and clearance from the Head of School.

## **Distance Learning While Off Campus**

During required periods away from campus, students will continue to have access to their daily lessons and interactions with their classmates through distance learning. Students are only expected to participate if they are healthy enough to do so.

## **Distance Operations While Off Campus**

During required periods away from campus, employees are expected to continue to satisfy the expectations and responsibilities of their positions and adhere to the same operating hours. The Distance Learning Handbook will be adhered to during these learning periods.



### **Parents and Visitors On Campus:**

In line with the school's Social Distancing guidelines, the school will greatly limit parents and visitors' access to the building. Parents can check students in and out of class via contacting the front office by phone. Parents and visitors will not be able to go beyond the front lobby and will be required to maintain social distancing while present and may be asked to wear masks.

### **Travel Protocol**

Salisbury Academy will require any student or employee who travels via mass transit – i.e. a plane, train, or bus – to quarantine and not be present on campus for a minimum of five (5) calendar days from completion of such travel. Please refer to the [CDC travel guidance](#) and the [CDC guidance regarding protecting yourself when using transportation](#) for additional information.

### **Revised Inhaler Policy 7-28-2020**

Per CDC guidelines, nebulizers are not allowed on school campus.

Per CDC guidelines, if a student has a prescribed inhaler, the child must have a spacer. It is best for the student to have two inhalers; one at school and one at home.

Parents must submit a note to the office in order for the student to carry the inhaler/spacer in book bag.

Students should only use the prescribed inhaler in the office, hallway, or outside with adult supervision.

Please print and submit the following Asthma Action Plan to the office once inhaler/spacer is brought to campus:

<https://www.communitycarenc.org/media/tool-resource-files/nc-asthma-action-plan-nc-dhhsdpi-english.pdf>

Video - How to Use Your Asthma Inhaler:

[https://www.cdc.gov/asthma/inhaler\\_video/default.htm](https://www.cdc.gov/asthma/inhaler_video/default.htm)