



## **COVID-19 Health and Safety Summary of Updated Understandings, Policies and Procedures**

### **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 app 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.

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

The School subscribes to the NC Public Health Toolkit list of COVID-19 symptoms.

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

- **Fever or chills**
- **Dry Cough**
- **Shortness of breath or difficulty breathing**
- **New loss of taste or smell**
- **Sore throat**

If an employee, student, or immediate family member meets the criteria for being symptomatic for COVID-19 as defined by the CDC (see above) OR tests positive for COVID-19, the School will require they follow the below recommendations promulgated by local health providers. "Exposure" involves direct exposure to a diagnosed person without the benefit of PPE in place:

### **Asymptomatic with known exposure:**

- Quarantine until results are back.
- Negative test- quarantine at home for 14 days after last exposure.
- Positive test- isolate for 10 days after the test is performed as long as no new symptoms develop.



### **Symptomatic:**

- Isolate until test results are back.
- Negative test- isolate until 3 days of no fever and any other symptoms are improving.
- Positive test- isolate 3 days from the last fever AND cough and congestion or other symptoms are improving AND a minimum of 10 days since the symptoms first developed.

**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 online 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 individuals 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
- Limiting recess to just one class
- 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.

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

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 cloth face covering to school every day. Use of the covering will be determined based on physical distancing and current health recommendations.

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 be registered with the school nurse.

### **Distance Learning while Off Campus**

During required periods away from campus, students will continue to have real-time 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.

**7/16/2020**