

St. Philip's Episcopal School
343 N. Getty St.
Uvalde, TX 78801
Phone: 830-278-1350
Website: www.spesuvalde.org
Email: school@spesuvalde.org



Jean Ann Chisum
Head of School

Mike Marsh
Rector

**St. Philip's Episcopal School
COVID-19 Policy & Procedure Updates
August 10, 2020**

SPES follows guidelines for schools/childcare centers provided by TEA, Texas Department of State Health Services, Centers for Disease Control and Prevention, Metropolitan health district and other state and local officials. Recent guidelines for health screening, visitors, and drop off/pick up are described below.

COVID-19 Guidance to Child Care Providers

Based on state law, federal guidance, and Governor Abbott's disaster declaration, the Texas Health and Human Services Commission (HHSC) is updating requirements for day care operations to assist them in protecting children in their care from COVID-19.

HHSC Child Care Licensing (CCL) urges all current providers to immediately implement the following guidance, which is consistent with the new requirements:

- **Prohibit any person except the following from accessing an operation: operation staff; persons with legal authority to enter, including law enforcement officers, HHSC Child Care Licensing staff, and Department of Family and Protective Services staff; professionals providing services to children; children enrolled at the operation; and parents who have children enrolled and present at the operation.**
- Before allowing entry into the operation, screen all of the individuals listed above, including taking the temperature of each person upon arrival at the operation each day, and **deny entry to any person who meets any of the following criteria:**
 1. A temperature of 100.4°F or above;
 2. Signs or symptoms of a respiratory infection, such as a cough, shortness of breath, sore throat, and low-grade fever;
 3. In the previous 14 days has had contact with someone with a confirmed diagnosis of COVID-19; is under investigation for COVID-19; or is ill with a respiratory illness;
 4. In the previous 14 days has travelled internationally to countries with widespread, sustained community transmission. For updated information on affected countries, visit: <https://www.cdc.gov/coronavirus/2019-nCoV/travelers/index.html>.
- Require pick up and drop off of children outside of the operation, unless you determine that there is a legitimate need for the parent to enter an operation.

***These policies are effective immediately and considered an amendment to the current Parent Handbook. Policies are subject to change due to recommendations from local & state officials and/or due to the needs of the SPES community.**

SPES HEALTH SCREENING, DROP OFF & PICK UP PROCEDURES ON NEXT PAGE.

St. Philip's Episcopal School
COVID-19 Policy & Procedure Updates
August 10, 2020

SPES HEALTH SCREENING PROCEDURES SPES Staff will conduct the above health assessment upon child's arrival, at the assigned drop off area. A parent or guardian will be asked health screening questions upon drop off daily. **NOTE: If your child is sick with ANY illness or has been sick in the past 24 hours, or is not feeling well, please do not bring them to school. If anyone in your home is currently sick, with ANY illness, please do not bring your child to school. The guidelines for childcare state that your child must feel well enough to participate in the normal daily activities to attend school. As always, SPES is committed to providing a safe and healthy environment, but we must work together to help protect our children, families, staff and community. Exclusion time for illness will be modified during the pandemic. Children must be symptom free for 72 hours before returning to school.**

SPES Drop Off Procedure: 2K Parents/Guardians will need to park, exit your vehicle and bring your child to the iron gates on Mesquite Street to meet SPES Staff. Staff will immediately conduct a temperature check/health screening at the gate with the parent present. Parents will need to wear a mask if they need to help with the temperature check.

3K Parents/Guardians will drive into the alley from Mesquite Street, turn left at the stop sign and remain in their vehicle at the crosswalk. SPES staff will immediately conduct a temperature check/health screening in the vehicle with the parent present.

PK-4th grade Parents/Guardians will drive into the alley from Mesquite Street, go straight at the stop sign and remain in their vehicle at the south gate. SPES staff will immediately conduct a temperature check/health screening in the vehicle with the parent present.

*Drop off will begin as early as 7:30 a.m., but not before. Do not exit your vehicle prior to 7:30 a.m. Please practice physical distance strategies as you wait to drop off your child. If a staff member is not outside, please call the office at 830-278-1350. Please be patient as we implement these new policies. Staff will be moving about the campus and escorting children to/from classes and may briefly be away from the phone.

SPES 3:30 Pick Up Procedure: 2K A SPES staff member will bring your child outside to the iron gate on Mesquite Street. Parents will need to park and exit their vehicle to greet their child on the sidewalk in front of the iron gate on Mesquite Street. Please practice physical distance strategies while waiting to pick up your child.

3K Parents/Guardians will drive into the alley from Mesquite Street, turn left at the stop sign and remain in their vehicle. SPES staff will bring your child to the car. Please exit your vehicle to greet your child and buckle them into their car seat.

PK-4th grade Parents/Guardians will drive into the alley from Mesquite Street, go straight at the stop sign and remain in their vehicle at the south gate. SPES staff will bring your child to the car. Please exit your vehicle to greet your child and buckle them into their car seat/seat belt (if needed).

*Safety First: Please take your child's hand and walk them to/from the car. Do not allow children to run on the sidewalk or street near the parking spaces or enter into the parking lot unattended.

SPES Health and Hygiene Practices: Handwashing

Increased hand sanitizing and washing will take place throughout the day including but not limited to each time students and staff exit or enter the building, before and after snacks and lunch, between/before switching to a new activity.

SPES will have hand sanitizer at each entrance and in each classroom. In addition, we have hand washing stations with soap and water in every building.

Coughs and Sneezes

Students, teachers, staff, and campus visitors should be encouraged to cover coughs and sneezes with a tissue, and if not available, covered in their elbows. Used tissues should be thrown in the trash, hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Cleaning

SPES will institute more frequent cleaning practices, including additional cleaning by janitorial staff, as well as provide the opportunity for children to clean their own spaces before and after they are used, in ways that are safe and if developmentally appropriate. We have arranged for additional cleaning and disinfecting of surfaces that are touched in common throughout the day. This would include objects such as door handles, common tables/desks, shared supplies such as art supplies, and high touch devices such as shared laptops or tablets.

We have arranged for cleaning of commonly-touched surfaces in classrooms between different class groups, if the same room will be used by multiple class groups.

Specifically in addition to wiping down surfaces throughout the day we will use a misting disinfectant in each classroom while students are at recess and again after classes have ended each day.

Masks and Face Shields

SPES requests all 2K-Kindergarten students bring a clear face shield and 1st-4th grade to bring a mask or a clear face shield. While this PPE will not be required at all times, it will be used when social distancing cannot be adhered to or during higher risk activities such as singing.

All teachers and staff at SPES will wear a mask or face shield when social distancing cannot be adhered to or at all times should they prefer.

All visitors are asked to wear a mask.

Response to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in SPES is lab-confirmed to have COVID-19, the school will notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. SPES will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, SPES will notify all teachers, staff, and families of all students in the school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on campus activities.

Individuals Confirmed or Suspected with COVID-19

Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:

o In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

- i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
- ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
- iii. at least ten days have passed since symptoms first appeared.

o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

o If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them?

- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- o Loss of taste or smell
- o Cough
- o Difficulty breathing
- o Shortness of breath
- o Fatigue
- o Headache
- o Chills
- o Sore throat
- o Congestion or runny nose
- o Shaking or exaggerated shivering
- o Significant muscle pain or ache
- o Diarrhea
- o Nausea or vomiting

Close Contact

This document refers to "close contact" with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency.

In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

**SPES Parent Acknowledgement
COVID-19 Policy & Procedure Updates
August 10, 2020**

As the parent of _____, a child enrolled at St. Philip's Episcopal School, I acknowledge my receipt of the COVID-19 Policy and Procedure Updates. I understand these policies are effective immediately, are considered an amendment to the current Parent Handbook and that policies are subject to change due to recommendations from local & state officials and/or due to the needs of the SPES community.

Parent Signature

Date