

Safe and Sound

Eddlemon Adventist School COVID-19 Policies and Protocols



Introduction:

The school closures in the spring of 2020 demonstrated the importance of in-person learning for our students and the critical role that Eddlemon Adventist School (EAS) plays in the support network of our families. However, in reopening schools in the context of the widespread and growing presence of the COVID-19 virus, the health and wellbeing of students, families, faculty, staff, and community is of primary importance.

Below are the policies and protocols EAS will follow during the COVID-19 pandemic. EAS acknowledges, however, that COVID-19 policies are intended to mitigate, not eliminate, risk. No single action or set of actions will completely eliminate the risk of COVID-19 transmission, but implementation of several coordinated interventions can greatly reduce that risk. It is our prayer, that as school reopens, not one member of our school family contracts the virus.

School Reopening Stages:

- Stage I:** In-Person On-Campus Classroom Instruction
- A. For all students implementing best practices for health and safety.
 - B. If a student is ill, or they or an immediate family member are in self-isolation due to exposure to COVID-19, online classroom participation will be made available.
- Stage II:** Hybrid Online/In-Person On-Campus Classroom Instruction
- A. On-campus instruction blended with virtual education
 - B. Staggered On-Campus Attendance, i.e.,
Monday, Tuesday (or Monday, Wednesday): K-3rd Grade
Wednesday, Thursday (or Tuesday, Thursday): 4th-8th Grades
Alternate days and Fridays – online education – See text below
- Stage III:** Online Education/Virtual Education
- A. All classes taught online with practice using Zoom.
Assignments posted online using JupiterEd, Google Classroom, or school website – See text below.

“The American Academy of Pediatrics strongly advocates that all policy considerations for the coming school year should start with a goal of having students physically present in school.”

American Academy of Pediatrics

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

(If clicking the link does not work, please cut and paste the link in your web browser.)

On July 14, 2020, the EAS School Board voted to open school for Stage I, in-person education, on August 10, 2020. However, circumstances may dictate changes to Stage II or Stage III during the course of the school year.

Illness Policy:

In order to keep your children and families safe, we need your assistance. Please keep your children home when they are ill. In return, the faculty and staff will do so as well.

When your child's temperature is 100.4°F or above, vomiting, or has diarrhea, you (parents/guardians) will be contacted.

- As a parent/guardian, you must make arrangements to pick up your ill child within one hour of notification.
- If unavailable, the next emergency contact will be asked to come and pick up your ill child.
- Parents/guardians must maintain current contact information for themselves and all emergency contacts in the EAS office.

Children must remain fever free, without the use of fever reducing medication for 48 hours before returning to school. If a child is sent home with a fever, they will not be allowed to return until the third day, at the earliest, as the 48-hour time period remaining fever free would not have elapsed.

While waiting for pick-up, your ill child will be placed in a quarantine room (the Principal's Office) away from the office to keep illness from spreading. A mask will be placed on your child.

Please remember, if your child becomes ill at school and the teacher and/or administration feel that the child is too sick to benefit from school or is contagious to other children, you will be called to come and take him/her home from school. Please make contingency plans so that this does not inconvenience your work schedule or endanger the health of the students and adults at the school.

Illness Policy - Coronavirus Ammendment:

EAS Administration monitors student health. If a child's and/or family's symptoms, travel history, and exposure history match that of the advisory provided by the CDC, then the administration will require testing.

The EAS School Board authorizes our school administration to conduct:

- Daily temperature checks of all students and staff prior to entrance into the school building and throughout the day as indicated.
- Require quarantine absence until cleared by appropriate medical authority with written documentation regarding the appropriate date to return to school. A return to school note is required after a fever illness stating a date to safely return.

Policy regarding individual or family quarantine:

If a parent, or other household member, has been placed in quarantine, we ask that the children remain home during the quarantine period as well.

The faculty will ensure that educational access will continue through ZOOM, JupiterEd, email, and/or other online learning platforms.

Appropriate accommodations will be made to ensure that time in quarantine and/or medical treatment does not negatively impact student academic assessment and grades.

School-wide quarantine plan:

At least two events may lead to a school-wide quarantine: A confirmed COVID-19 positive test of a student or staff member who has been in school and has potentially exposed others, and if the Carolina Conference of Seventh-day Adventists or the State of Carolina mandate school closures.

In the event of a community or school-wide quarantine, the following steps would be taken to implement Stage III – Online Education:

The first five school days of quarantine - no academic work would be available.

During this period, teachers will be transferring their lesson plans to an online format that is appropriate for the development level of the students and the subject area.

Parents will have the option to utilize computer equipment in their home, or borrow student chromebooks from the school.

Teachers will utilize JupiterEd, Google Classroom, or the school website to place links, materials, and lessons online.

Utilization of Zoom and/or Google Hangouts will allow students to virtually attend instruction sessions with the assigned instructor.

Should teachers become unable to continue instruction due to illness, appropriate substitutes would be hired as per regular policy.

Academic instruction will continue during the hours of 8:00 a.m. to 3:00 p.m. as part of the typical school day. Instruction will be provided as appropriate, however, not continuous. Teachers will provide online Subject Area Instruction and Question and Answer periods. Lesson design would encourage appropriate independent learning while aiming to avoid frustration.

Students will be expected to attend all online classes unless unable to do so due to illness, medical emergencies, or deaths in the family. Students will be expected to complete assignments on time. Daily attendance will be taken via student attendance in online classes and registered in JupiterEd. Grades will be updated in JupiterEd on a weekly basis.

Should a positive COVID-19 case be confirmed to have been in a classroom, the school will move to Stage 3 until the classroom(s) have been disinfected and certified COVID-19 free and contact tracing and notifications have been completed.

Changes to Policies and Protocols:

EAS will continue to follow recommendations provided by the CDC and SC DHEC. Protocols and policies may change with updated information. In the event of changes to policies and protocols, EAS will communicate these changes to parents/guardians.

Protocols:

Screenings:

- A. Students: Temperature and short screening questions will be taken by a school staff member as students arrive in their respective vehicles; parents should not leave school property until their child has been screened each morning. In lieu of screening at school arrival, families should keep children home if their child has a fever of 100.4°F or higher, and symptoms of, OR exposure to someone with, COVID-19. Parents will be given a laminated screening questionnaire for posting at home for daily self-monitoring. In the event of a positive screen of a child or family member please contact our school administration regarding anticipated school absence.
- B. Faculty/Staff: Symptom questionnaire and temperature checks will be completed and filed daily.

Development of Symptoms:

- A. If a student, teacher, staff member, or volunteer develops or exhibits COVID-19 symptoms, such as fever, difficulty breathing, coughing, diarrhea, nausea or vomiting, sore throat, he/she must be sent home. Testing may be required.

Reporting:

- A. When the child's temperature is 100.4°F or above, parents will be contacted. Parents must make arrangements to pick up the child within one hour of notification. If the parent is unavailable, the next emergency contact will be asked to come and pick up the ill child.
- B. Any suspected case of COVID-19 infection (symptoms and exposure to known positive case) will be referred for testing so that treatment, contact tracing and quarantining can take place.

Cleaning and Disinfecting:

- A. Professional cleaners will clean and disinfect bathrooms, common areas, lower grade (K-3) classrooms and halls prior to students returning to school the following day.
- B. All handrails, doorknobs, water fountains, computers, and other high touch surfaces will be disinfected throughout the day by school staff, teachers, and volunteers using disinfectants that are not known to be toxic, are not strong respiratory irritants or asthma triggers, and have no known carcinogenic, reproductive, or developmental effects.
- C. All high-touch surfaces in the 4th -8th grade classrooms will be cleaned and disinfected throughout each day and at the end of the day by staff, teachers, students, and volunteers.
- D. The kitchen will be cleaned and disinfected daily by the food services staff.
- E. All high-touch surfaces in the gym will be cleaned and disinfected daily.

Food Preparation and Service:

- A. Food service staff will follow food preparation standards and guidelines as established by SC DHEC and local ordinances that pertain to school food programs as adopted by Spartanburg City Council.
- B. The lunch menu will be modified to include menu items that are easier to package and serve in a way that minimizes chances of viral spread.
- C. Lunches will be served in closed, disposable containers and delivered to students in each classroom.
- D. Lunch servers will wear gloves and protective face coverings while receiving and distributing food.
- E. Pizza will continue to be served on Fridays. All SC DHEC protocols will be followed in distributing it to classrooms and students.

Hygiene:

- A. Hand washing, or sanitizing, will be required of staff and students after each change of classroom, before and after meal times.
Hand washing is mandatory after using the restroom.
- B. Hand sanitizing stations will be set up throughout classroom areas for use by students, faculty, and staff.
- C. The importance of decreasing and limiting hand-mouth/nose contact and other infection prevention strategies will be taught to students, staff, and parents.
- D. Wash or sanitize hands with before and after eating.
- E. Wash or sanitize hands after recess, break, or P.E. times.
- F. Refrain from handshaking, "high fiving," and hugging.
- G. When sneezing or coughing, please use a tissue, paper towel, or elbow. Wash or sanitize hands after coughing or sneezing or touching wet areas of the face (mouth, nose, eyes).
- H. Refrain from drinking from water fountains and water bottle filling stations.
- I. Trash cans will be placed outside bathrooms so that paper towels may be used for opening the doors for exit and then disposed.

Water:

- A. Students are required to bring their own water or water bottles from home to stay hydrated throughout the day.
- B. Drinking fountains and water bottle filling stations in the school will be disabled for use. **Parents must supply their children with water bottles.**
- C. The school will maintain a supply of extra water bottles for emergency student use.

Physical Distancing:

Physical distancing, also known as social distancing, is simply having space between people to prevent the spread of virus infection from person to person. This is fundamental to lowering the risk of spread of COVID-19. The primary mode of transmission of COVID-19 is through respiratory droplets by persons in close proximity (wet words, coughing or sneezing). Longer periods of time and closer proximity to a sick individual increases the likelihood of spread of infection.

- A. If a student, teacher, staff member, or volunteer feel ill, have a fever, or show any symptoms of illness they are to remain home and not come to school.
- B. Plexiglass barriers will be installed in the school office and other areas as needed.
- C. Space desks 3'-6' apart per American Academy of Pediatrics guidelines.
- D. Students will eat lunches inside their own classrooms
- E. Minimize classroom crossover times.
- F. Chapel seating arranged so students are physically distanced
- G. Morning Arrival: Temperature check before leaving vehicle, maintain 6-foot distances between students while waiting for classes to start, staggered times to walk to classrooms, earlier faculty worship to decrease times students are waiting to enter their classrooms. Students will wear face shields or masks while waiting for classrooms to open.
- H. Afternoon dismissal: Students to be ready for dismissal at 2:55 p.m. Students to wait in their classroom until they are called for dismissal, Principal to call for students using a smartphone app.
- I. Use outdoor spaces for education as feasible.
- J. Limit unnecessary visitors into the building.
- K. Minimize crossover between adults and children during school hours.
- L. Playgrounds: The American Academy of Pediatrics states, "Enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. **Emphasis should be placed on cohorting students and limiting the size of groups participating in playground time.** Outdoor transmission of virus is known to be much lower than indoor transmission." Emphasis will be put on activities that are active but do not require close proximity.
- M. Stagger class schedules for recess and P.E. times to reduce number of students in gym or on playground at one time.

- N. School performances, field trips and afterschool activities may be postponed or canceled until the community spread of COVID-19 is reduced.
- O. Students will be reminded to avoid physical contact with each other. (Examples: No hugging or high fiving).
- P. Music classes, such as Hand Bells, Chimes, and Choir, will require the use of protective face shields or masks. If they are not able to be conducted safely, however, they will be discontinued until it is appropriate to reconvene such activities.
- Q. To promote physical distancing, only one person will be allowed in the bathrooms at a time.
- R. To promote physical distancing, only small groups of students will be allowed in the library at a time.

Personal Protective Equipment:

- A. Students, faculty, staff, and volunteers should consider using gloves and will receive training in proper procedures for taking gloves off and disposing them.
- B. The use of transparent face shields is highly recommended and may be required for activities where respiration and breathing rates are increased, such as choir and intense exercise with closely spaced groups. The use of face shields is also required when students may not be able to maintain 6 feet of physical distancing, such as when practicing hand bells and chimes.
- C. **Face masks are highly recommended**, especially in situations where physical distancing cannot be maintained. Instruction will be provided in the proper use of facemasks. It is recognized, however, that not all may be able to do so, especially young students where developmental issues may increase face touching with mask usage, those with respiratory or other medical issues that preclude mask wearing. In such cases, face shields are highly recommended.
- D. Students will be taught how to properly wear (cover nose and mouth) a cloth face covering, to maintain hand hygiene when removing masks for meals and physical activity, and for replacing and maintaining (washing regularly) a cloth face covering.
- E. School staff and volunteers will be required to wear masks, except for cases in which medical issues or teaching requirements preclude mask wearing. Face shields may also be used.
- F. **EAS requires each family to supply their child, or children, with face masks.** Families may supply their students with gloves (if desired). If a child is unable to wear a facemask, the school will require the parent/guradian to supply a transparent face shield.
- G. EAS will supply face shields and gloves for students who are helping with lunch deliveries or cleaning.
- H. EAS will supply masks and gloves for its faculty and staff as needed. It will also keep an extra supply of masks and gloves on hand.

Attendance:

- A. EAS encourages parents to practice caution in regards to sending children to school if they may become ill. **Students who are ill should stay home.** EAS will make every reasonable effort to allow ill students access to classroom instruction online so that they will not be counted absent or fall behind. Teachers may also work with students who are ill independently online to assist in continued academic progress.
- B. EAS will make every effort to post student assignments online on a weekly basis for students who are ill or concerned about safety.

Visitors:

- A. Only students, faculty, staff, and preapproved volunteers will be allowed in the school classroom areas, hallways, and playgrounds during school hours to assist with physical distancing.
- B. Parents may enter the school office as needed, but are encouraged to communicate with the office via telephone or text as much as possible.
- B. Parents who need to drop items off for their children must do so in the office. The office will then communicate with the teacher to have the items taken to the child(ren).
- C. In the case of medical or dental appointments, parents should call the school office ahead of time so that the teachers can have the student ready for pick up in front of the school. The school secretary will walk the child to the parent's vehicle.

Communication:

- A. During the pandemic, communication between the school and parents is of utmost importance. It is important that the school be able to call and/or text each parent. Parents, please make sure that the school has updated contact information for you and your child's emergency contacts.
- B. School administration and teachers will text/email parents important announcements, information and reminders using the messaging features of JupiterEd on a weekly basis and as needed.
- C. Parents can, and are encouraged to, respond to messaging from the school with any questions or concerns they may have. Questions and concerns will be answered and addressed in a timely manner to help reduce uncertainty during these uncertain times.
- D. Parents may contact the principal and teachers directly via cell phones.
- E. The school publishes a weekly newsletter that is sent home and published on the school website to keep parents updated.
- F. Parents are encouraged to make appointments to meet with EAS administration and teachers after school hours to facilitate a home and school partnership that enhances and enriches the education of our students.

Signage:

- A. Faculty and staff will develop and post signs in classrooms, halls,

restrooms, gym, lobby, entrances/exits, and playgrounds encouraging proper hygiene, physical distancing, and other measures to mitigate the spread of COVID-19.

- B. Signage and floor labels will be used in the lobby to ensure physical distancing in the school lobby before school begins.
- C. "Lanes" may be marked in hallways, stairwells, and entrances/exits to control the flow of students in the school.

Emotional/Spiritual/Mental Support:

- A. The school will work with the pastors of our Spartanburg Seventh-day Adventist (SDA) Church and other churches in the area to provide additional spiritual, emotional, and mental support for students, families, and staff who are struggling due to COVID-19 as needed.
- B. The EAS Administration, School Board, and Church Board will collaborate in the development of a list of Christian counselors available to support students, families, and staff during the pandemic
- C. The teachers and staff will work together with students and families to develop a culture of prayer and deep personal trust in God's care and protection.

Contingencies:

- A. EAS plans to start in-person classes on August 10, 2020. It recognizes, however, that conditions during the pandemic are constantly changing. It will seek and follow guidance from the Carolina Conference of Seventh-day Adventists, the CDC, and SC DHEC. Should conditions warrant, EAS will be ready to work with its Board and parents to transition to Stage II or Stage III of education.
- B. The following statement will be added to the Student Application Form for 2020-2021:

I understand that although Eddlemon Adventist School has taken state recommended steps to operate safely, the nature of schools, the facilities, and the children involved, it is not possible to entirely eliminate all risk of COVID-19 or other contagious illnesses. I understand the assumption of risk that I am making by enrolling my child and will not hold Eddlemon Adventist School liable.

Parent/Legal Guardian Signature

Date

- C. All families, faculty, staff, and visitors will be given the following questions to self-evaluate their risk of COVID-19 infection:

Self-Evaluation Checklist

1. YES NO Have you been in close contact (being within 6 feet of a COVID-19 case for more than 15 minutes or have had direct contact with infectious secretions of a COVID-19 case) with someone who has laboratory confirmed COVID-19 in the last 14 days?
2. YES NO Do you currently have a fever of 100.4°F or higher or the chills?
3. YES NO Do you have a frequent cough or sore throat?
4. YES NO Are you experiencing shortness of breath or difficulty breathing?
5. YES NO Do you currently, or have you recently experienced a headache or body aches or pain?
6. YES NO Have you experienced a recent loss of taste or smell?