



# FIRST PRESBYTERIAN ELEMENTARY

## **First Presbyterian Elementary COVID-19 Policies & Procedures**

COVID-19 is a new strain of coronavirus that has not been previously seen in humans. The virus can cause symptoms like the common cold but can advance, in some cases, to severe respiratory illness or even death. COVID-19 can be spread from person to person, usually after close contact with someone infected with the virus.

Based on guidance from the Centers for Disease Control (CDC), Executive Orders from the Governor, Local City Directives by the Mayor, and The City of El Paso Department of Public Health (DPH), First Presbyterian Elementary School has implemented the following researched and carefully considered infection control measures. Please note these will be updated regularly based on the evolving situation and directives.

### **STAFF TRAINING**

All school staff will undergo professional training on teaching during the pandemic and COVID-19 infection control.

### **SOCIAL DISTANCING STRATEGIES**

- Children are grouped in classes of no more than 10 students and will move as a group with the same teacher all morning.
- No communal socializing or large group activities. Children will stay with the same group in specified spaces as much as possible.
- We have created safe outdoor learning spaces so the children are outdoors as much as possible. Shade, water and misters will be in place to make outdoors more comfortable. Each group also has a specific indoor space assignment.
- Children will be physically distanced as much as possible, especially when seated or stationary.

### **FACE COVERINGS**

- Teachers and staff will be wearing face shields or masks at all times while on the campus.
- For children:
  - During SUBSTANTIAL COMMUNITY TRANSMISSION
    - All students will be required to wear masks both indoors and outdoors.
    - The teachers will make every effort to support students in mask-wearing.
    - Please send a clean, sanitized mask for your child each day.

- All masks will be removed when eating.
- During MINIMAL TO MODERATE COMMUNITY TRANSMISSION
  - Students will not be required to wear a mask while outdoors.
  - Masks will still be required when indoors.

### **INTENSIFIED CLEANING AND DISINFECTION**

- Windows will be open with ceiling fans circulating indoor air by 8:00am each morning.
- A non-toxic EPA registered hospital grade disinfectant registered for use in schools will be used to clean daily. It is safe for use in schools and around children.
- Our maintenance/janitorial staff person will receive COVID-prevention sanitizing training.
- Teachers or assigned helpers are required to follow a rigorous sanitizing procedure including all hard surfaces, sinks, toilets, doorknobs, light switches, counters, tables and chairs at least twice a morning.
- All materials used each morning will be sanitized at the end of the day and dried in the sun (weather permitting).
- Each child will have their own box of materials, including scissors, crayons, markers, pencils, paintbrushes.
- Children will be taught to sanitize their own high-touch areas each day.
- Our main entrance has a sink for regular hand washing upon entrance or exiting the building. An outdoor hand washing station will be added to the outdoor learning area.
- Hand washing will be planned for as children begin an activity and end an activity.

### **MODIFIED DROP-OFF AND PICK-UP PROCEDURES**

- Parents will not be allowed in the learning spaces during use by students.
- One station on the perimeter of the campus will be set up for drop off and pick up. The teacher and friends will be visible to parent as their child enters the campus.
- Parents dropping off and picking up must wear masks at all times.
- Hand washing will be required at entrance, before the child is admitted.
- If possible, high-risk individuals are discouraged from dropping off and picking up.

### **ARRIVAL SCREENING PROCEDURES**

- All individuals must be screened every day upon entering the campus including all staff, students, and persons with legal authority to enter.
- Persons screening will wear disposable gloves and face mask or shield to perform the screening.
- A visual inspection of each child for signs of illness which could include flushed cheeks, rapid breathing or unexplained difficulty breathing, fatigue or extreme fussiness.
- Parents will be asked the following questions:
  - Does your child live with anyone or have you had close contact with anyone with a confirmed diagnosis of COVID-19 or someone who is under investigation for COVID-19 within the last 14 days?
  - Do you or anyone in your household have a fever, cough and/or shortness of breath, a respiratory illness, diarrhea or stomach cramps?
  - Do you or your child(ren) have any other signs of communicable illness such as a cold or flu?
  - Have you or anyone living in your child's household returned from international travel within the last 14 days, including to Ciudad Juárez?

- Temperature will be taken using a non-contact thermometer. Temperature will be logged daily.
- Persons who have a fever of 100.4 °F (38.0 °C) or above or other signs of illness will not be admitted.
- People who answer yes to any of the above questions will be directed to communicate with the School office for further instruction.
- Child will wash hands and enter the campus.

### **SYMPTOMS AND EXCLUSIONS**

As a parent/guardian, you can prevent the spread of illness by keeping your child(ren) home if you or your child(ren) experience any of the symptoms listed below. Any one of the following symptoms require children and teachers to stay home and inform the school office as soon as possible.

- A fever of 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, vomiting and/ or diarrhea
- Known close contact with a person who is lab confirmed to have COVID-19

The elementary school requests that parents not administer any medication to their child(ren) that may mask the symptoms of illness, such as Tylenol or Advil, prior dropping their child(ren) off at the School. If they do provide such medication to their child(ren) (e.g. for an injury), we respectfully request that this be disclosed to us prior to your child(ren)'s arrival and screening.

### **ILLNESS CONFIRMED**

School staff will continuously monitor all children and themselves for the above symptoms throughout each day. Should a child or staff member become ill while at school, they will be isolated and you will be contacted to take them home as soon as possible. If the child has a sibling at the school, the sibling will also be sent home. All spaces used by the sick person will be cleaned and disinfected following CDC guidelines immediately.

Before the affected child(ren) or staff member will be permitted to return to the school, they must be evaluated by a medical professional, and a copy of a note from that professional must be on file with the school office stating that the child(ren) or staff member is safe to return.

If COVID-19 is confirmed in a child or staff member, parents will be notified immediately and the School will close for 1-5 days to consult with the City of El Paso Department of Public Health (DPH) per guidelines set by the CDC. The DPH will advise on reopening procedures.

### **FAMILY OR CLOSE CONTACT ILLNESS**

If a member of a child or staff's household or someone with whom they have been in close contact is lab confirmed positive for COVID-19, the school must be notified and the child or staff may not return to school until:

- the end of 14 days of self-quarantine period from the last known date of exposure; OR

- the person has taken the COVID-19 test within 5 to 7 days of the child's exposure to that person, and must provide documentation of a NEGATIVE result, is asymptomatic and has not had a fever for at least 24 hours without taking fever reducing medications. Members of that child or staff member's class will be notified the day the information is received, but school will continue as scheduled.

## **CLASS OR SCHOOL CLOSURE**

### During SUBSTANTIAL COMMUNITY TRANSMISSION

If a child or staff member is lab confirmed to have COVID-19, you will be notified as quickly as possible.

The entire school will be dismissed for 2-5 days. The DPH will help the school determine a course of action. During this time, all learning areas will be deep cleaned and disinfected following CDC guidelines. During times of substantial transmission, extended school dismissals should be expected.

### During MINIMAL TO MODERATE COMMUNITY TRANSMISSION

If a child or staff member is lab confirmed to have COVID-19, you will be notified as quickly as possible.

The school will be dismissed and close for a minimum of 24 hours. During this time period, all learning areas will be deep cleaned and disinfected following CDC guidelines. The Health Department will advise on re-opening procedures.

## **FINANCIAL RESPONSIBILITY**

In the event of an unplanned and/or extended school closure, First Presbyterian Elementary School will continue to require that all tuition payments will be paid in full when due. The Elementary School is committed to paying its teachers, staff and regular operating expenses. Our ability to meet these obligations would be greatly diminished without the continued receipt of tuition. This could ultimately result in the school being unable to reopen.

The Elementary school has included five make-up days to the end of our school calendar. If the school is closed for any period of time and for any reason, included, but not limited to, weather, facility issues, pandemic closures, etc. during the 2020-2021 school year, these five additional days have been set aside for make-up purposes.

The Elementary School recognizes that during an extended closure it will be unable to provide the classroom environment and hands-on instruction that parents expect for their tuition payments. While we hope closures will be few and far between, our teachers and staff are preparing virtual/distance learning plans to be implemented as needed. We are committed to finding resources and options that will allow for the best recourses for our families and staff.

## **PLAY DAY/ORIENTATION**

Parents will be notified about how play day/orientation will be handled as we draw nearer to the start of school to ensure current regulations and recommendations are met.

## **FAMILY PRACTICES**

First Presbyterian Elementary School recommends that families and staff do the following in order to help keep everyone healthy:

- Assess your health and your child's health several times a day using the symptom checks stated in this document.

- Wear clean clothes to school or work.
- Help your child(ren) become comfortable wearing a mask by practicing wearing the mask at home and of course when going out and about.
- Bathe or bathe your child right after school or work.
- Make a habit of washing hands frequently, especially every time you come home and before meals.
- Carry antibacterial wipes or 60%+ alcohol-based hand sanitizer in your car and use at pick up times.
- Clean and disinfect your child's water bottle daily.
- If your child stays for lunch, clean and disinfect lunch box daily.
- Pack extra clothes, label and place in large plastic baggie. Deliver the first day of school and replace when used.
- Avoid sending anything from home unless the school has made a specific request.
- Practice social distancing and mask wearing when in public.
- Always be aware of the risk to individuals 65 years of age and older from a child who could show no signs of the virus.
- If you must travel, please research and follow CDC guidelines at [cdc.gov](http://cdc.gov) on safe travel tips as well as quarantining requirements upon your return.
- It is important that the school is able to reach you in case your child becomes ill, or if there are changes to these policies. If you have any changes in your name, address, telephone number, email address or any other contact information, please notify school administration as soon as possible.

### **IMPORTANT HEALTH CONTACT INFORMATION**

Contact a health care provider or the El Paso Department of Public Health (DPH) at (915) 212-0200 if you or someone else in your home are experiencing symptoms of COVID-19. Keep up to date on the latest Health Orders issued by the City of El Paso at the following website: <http://epstrong.org/health-orders.php>

If symptoms change or worsen, the individual may need to seek medical attention. If the individual has any severe symptoms, such as difficulty breathing or chest pain, call 911.

Please direct any questions or concerns to the Elementary school office at 915-533-7551 or [elementary@fpcep.org](mailto:elementary@fpcep.org). Please retain a copy of this document for your records. An updated version will be available at [www.firstpresbyterianelementary.com](http://www.firstpresbyterianelementary.com).

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