



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 and students will be distanced.
- 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.
- Air Doctor Air Filtration Systems have been added to each indoor classroom space.
- 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 sanitizing 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 the parent as their child enters the campus.
- Parents dropping off and picking up must wear masks at all times.
- Hand sanitizing 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.
- There will be 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 and students will be asked health screening questions.
- 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 health screening questions will be directed to communicate with the School office for further instruction.
- Child will sanitize 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
- Fatigue
- Headache
- Sore throat
- Congestion or runny nose
- 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*

**A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated (for asymptomatic patients, 2 days prior to positive specimen collection).*

[\(<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact>\)](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact)

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.

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.

COVID-19 CONFIRMED – CLASS OR SCHOOL CLOSURE

If COVID-19 is lab confirmed positive in a child or staff member, parents will be notified immediately. School administration will contact the City of El Paso Department of Public Health (DPH) to report the case and seek guidance on the safest course of action. Parents will be contacted as expeditiously as possible to alert them to potential exposures, class or school closures.

Individual school closure is recommended by the DPH based on the reported number of cases, size and physical layout of the school, percentage of teacher/students/staff positive for COVID-19. The DPH and Local Health Authority, in addition, may determine school closure is warranted due to other reasons, including results from public health investigation or other local epidemiological data. Full school closure would be expected in the event that there are multiple cases in multiple classrooms/grades or when at least 5 percent of the total number of teachers/student/staff are confirmed cases within a 14-day period.

SYMPTOM-BASED METHOD OF SELF-ISOLATION

The school will require that any staff or students that are lab confirmed positive for COVID-19 adhere to the below guidelines of the “Symptom-Based Method” for self-isolation put forth by the DPH and the CDC prior to returning to school.

Additionally, children and staff lab-confirmed positive for COVID-19 must receive a note from his/her medical provider that states that the he/she is permitted to return to school. This note must be on file with the School's Administration before your child(ren) and staff will be permitted to return.

The recommendations by the DPH and CDC for self-isolation are as follows:

Persons Without Severe Symptoms or Severe Immunocompromise maintain isolation until:

- At least 10 days have passed *since the first date the symptoms appeared*; **AND**
- At least 1 day (24 hours) has passed **WITHOUT** fever and without the use of fever-reducing medications; **AND**
- Improvement in symptoms

Persons with Severe symptoms or Severe Immunocompromise Maintain isolation until:

- At least 20 days have passed *since the date the symptoms first appeared*; **AND**
- At least 1 day (24 hours) has passed **WITHOUT** fever and without the use of fever-reducing medications; **AND**
- Improvement in symptoms

Time-based method (tested positive without symptoms)

Maintain isolation until:

- At least 10 days have passed since the date of their most recent positive COVID-19 diagnostic test; **AND**
- Continue without having any symptoms (assuming they have not subsequently developed symptoms since their positive test.)

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 he or she meets all current requirements for self-isolation promulgated by the Department of Public Health. Members of that child or staff member's class will be notified the day the information is received, but school will continue as scheduled.

For more information on what to do if exposed, please visit the El Paso Department of Public Health's [Current guidance for individuals exposed in the community to people with known or suspected COVID-19](#)

**A close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset until the time the patient is isolated (for asymptomatic patients, 2 days prior to positive specimen collection).*
(<https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html> - contact)

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 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 915-229-1951 or elementary@fpcep.org. Please retain a copy of this document for your records. An updated version will be available at www.firstpresbyterianelementary.com.

Last Updated: November 1, 2020