



# FIRST PRESBYTERIAN ELEMENTARY

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

As cases of COVID-19 continue to lessen due to widespread vaccination, First Presbyterian Elementary will continue to adjust our infection control measures to provide the safest environment for our students and staff. 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 protocol to manage the risk of spreading illness and provide the safest possible environment for our students and staff. Please note these will be updated based on the evolving situation and directives.

### **What is COVID-19?**

COVID-19 is a strain of coronavirus that was not seen in humans prior to 2019. 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.

### **Update Contact Information.**

It is important that FPE is able to reach you in the event of an Emergency. If you have any changes in your name, address, or telephone number or any other contact information, please notify FPE administration as soon as possible.

### **SOCIAL DISTANCING STRATEGIES**

- Learners are in classes of no more than 12 students and will move as a group with the same teacher from 8:30am-3:00pm. Children will stay with the same group in specified spaces throughout most of the core day.
- Communal gathering will include physically distanced chapel services in the Sanctuary, physical fitness in the Fellowship Hall, lunch period during inclement weather, occasional outdoor assemblies and celebrations. Indoor gathering will be limited and will take place when deemed necessary and safe by the Director.
- We have created safe outdoor learning spaces so the children can spend as much time outdoors as possible. Teachers will aim to spend at least 30% of the core day outdoors. Multi-class specials periods will be held outdoors, except in the case of inclement weather.
- Children will be physically distanced when needed, especially when seated or stationary.

### **FACE COVERINGS**

#### **During MODERATE TO MINIMAL COMMUNITY TRANSMISSION:**

- Out of an abundance of caution, we will ask that our students bring a sanitized face mask or shield daily to be worn during indoor activities while in close proximity (<3ft) to others for an extended time.

- Students will not be required to wear face coverings when outdoors and when social distancing can be enforced.
- Teachers and staff will be required to wear face coverings when indoors or in close proximity to others.
- The teachers will make every effort to lovingly support students in mask-wearing when needed. Proper mask wearing will be modeled, discussed, and encouraged.
- At the parents' discretion, a student may opt to wear a face covering at all times, in which case our teachers will monitor those students and give gentle reminders as needed.
- At the parents' discretion, a medical or personal exemption may be requested for their child(ren). Personal exemptions are granted with the submission of our Mask Exemption Form.

#### **During SUBSTANTIAL TO HIGH COMMUNITY TRANSMISSION:**

- Out of an abundance of caution, we will ask that our students bring a sanitized face mask or shield daily to be worn while indoors AND while in close proximity to others.
- Students will not be required to wear masks when outdoors when social distancing can be enforced.
- Teachers and staff will be required to wear face coverings when indoors or in close proximity to others.
- The teachers will make every effort to lovingly support students in mask-wearing when needed. Proper mask wearing will be modeled, discussed, and encouraged.
- At the parents' discretion, a student may opt to wear a face covering at all times, in which case our teachers will monitor those students and give gentle reminders as needed.
- At the parents' discretion, a medical or personal exemption may be requested for their child(ren). Personal exemptions are granted with the submission of our Mask Exemption Form.

#### **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 fresh chlorine bleach solution will be used to disinfect daily per CDC guidelines. It is safe for use in schools and around children.
- Our maintenance/janitorial staff person will receive COVID-prevention sanitizing training.
- All school staff will undergo professional training on teaching during the pandemic and COVID-19 infection control.
- Teachers are required to follow a rigorous sanitizing procedure including all hard surfaces, doorknobs, light switches, counters, tables, and chairs.
- Each child will have their own box of materials, including scissors, crayons, markers, pencils.
- Children will be taught to sanitize their own high-touch areas each day using a non-toxic, plant-based cleaning product.
- Our front entrance and upstairs landing have sinks for regular hand washing upon entering or exiting the building/classrooms. A hand washing station is also available outdoors.
- Proper handwashing will be modeled, discussed, and encouraged.
- Hand sanitizing will be planned for as children begin and end an activity.

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

- Parents will not be allowed in the learning spaces during drop off or pick up.
- One station on the perimeter of the campus will be set up for drop off and pick up. The teacher and peers will be visible to the parent as their child enters the campus.

- Adults dropping off and picking up children who have been vaccinated may do so without wearing a mask. Those at higher risk or that have not been vaccinated are encouraged to continue wearing a mask at pick up and drop off.
- If possible, older people or those with compromised immune systems are discouraged from dropping off and picking up children due to their higher risk for severe illness from COVID-19.

## **ARRIVAL SCREENING PROCEDURES**

### **During MODERATE TO MINIMAL COMMUNITY TRANSMISSION:**

- Teachers will welcome children, conduct a visual health check and continue to monitor them throughout their time together.
- The parent/guardian and student are responsible for monitoring health and exposure prior to arriving at school to determine if it is necessary to remain home. See symptoms and exclusions.
- Students will be responsible for hand washing before entering classrooms, before eating, and when deemed necessary by themselves or their teacher.

### **During SUBSTANTIAL COMMUNITY TRANSMISSION:**

- All individuals must be screened every day upon entering the campus, including:
  - All staff
  - All students enrolled in the program
  - All persons with legal authority to enter, including law enforcement or Licensing staff.
- Person screening will wear disposable gloves and a face covering to perform the screening.
- A visual inspection of each child for signs of illness including flushed cheeks, rapid breathing or unexplained difficulty breathing, fatigue or extreme fussiness.
- Students will be asked health questions upon drop off.
- Temperature will be taken using a non-contact thermometer. Temperature will be logged daily.
- Persons who have a temperature of 100.4°F or above or other signs of illness will not be admitted.
- People who answer yes to any of the health questions will be directed to communicate with the Elementary office for further instruction.
- Students will apply hand sanitizer upon entering the campus.
- Students will be responsible for hand washing before entering classrooms, before eating, and when deemed necessary by themselves or their teacher.

## **SYMPTOMS AND EXCLUSIONS**

As a parent/guardian, you can prevent the spread of illness by keeping your child(ren) home if you, your child(ren), or anyone in your household experience any of the symptoms listed below.

Any one of the following symptoms require students and teachers to stay home and inform the school office at (915) 219-9689 as soon as possible.

- A temperature of 100.4° F or higher
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Muscle pain or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Nausea, vomiting and/ or diarrhea
- Congestion or runny nose (beyond what is common with seasonal allergies)

- Repeated shaking with chills
- 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-%20tracing-plan/contact-tracing.html>

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 students and themselves for the above symptoms throughout each day. If your child(ren) exhibit **any** of the signs and symptoms listed above while at school, you will be contacted to pick them up **as soon as possible**. Please make sure all of your emergency contact information is up to date with the office as they will be contacted if you can not be reached.

- If the child has a sibling at the school, the sibling will also be sent home.
- While your child(ren) waits for you or your emergency contact to arrive, they will be separated from the other children.
- All spaces used by the sick person will be cleaned and disinfected following CDC guidelines immediately.
- Children with symptoms must stay home until symptoms subside and your child receives a note from his/her medical provider that states that the child(ren) are permitted to return to school. This note must be on file with the Preschool Administration before your child(ren) will be permitted to return.

### **COVID-19 CONFIRMED – CLASS OR SCHOOL CLOSURE**

If COVID-19 is lab confirmed positive in a student or staff member, parents will be notified immediately. The class group that has been exposed may be dismissed and quarantined for a minimum of 24 hours. During this time period, all learning areas will be deep cleaned and disinfected following CDC guidelines.

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.

If a student or staff member is lab confirmed positive but did not expose the group, parents will be informed, but school will continue as scheduled. Parents will be contacted as expeditiously as possible to alert them to potential exposures, class or school closures.

### **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, students and staff lab-confirmed positive for COVID-19 must receive a note from his/her medical provider that states that he/she is permitted to return to school. This note must be on file with the school administration before he/she 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 student 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 [Isolation and Quarantine Guidelines for the General Population](#).

*\*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 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 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 if needed. While we expect tuition to be paid, we will analyze each situation and communicate exceptions; we are committed to finding resources and options that will allow for the best recourses for our families and staff.

### **ENTRANCE INTERVIEWS/ORIENTATION**

Parents will be notified about how entrance interviews and 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.

### **PROMOTE VACCINATION**

The CDC has issued guidance and research indicating that the COVID-19 vaccine is the safest way to prevent severe or even symptomatic infection with the virus, and further reduces the chances of spreading the virus to others. FPE is encouraging staff to be vaccinated, and encourages our parents and family members who are eligible to do so as well. Vaccinated adults allow for a safer environment for the children. For more information on where to get the vaccine, please visit <https://www.epcovidvaccine.com>.

### **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 office at 915-219-9689 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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