

2020-21 COVID-19 Handbook

Revision date: 3/26/2021



How to Use This Handbook

In addition to our All School Handbook and the grade level handbooks, this COVID-19 Handbook serves to address the unique circumstances of the 2020-21 school year. New policies and procedures have been implemented to safeguard the health of our community. Please read this handbook in its entirety.

We are committed to helping each family navigate this challenging time. Please feel free to pass it along to anyone who might be helping care for your children. If you have questions at any time, please contact us at health@ngfs.org and a member of the health team will be in touch.

PLEASE NOTE: Our plans, practices, and policies will evolve as the status of COVID-19 and best practices to address the virus become available. Any changes to our health protocols will be shared with our community through email AND updates to this handbook. This handbook was last revised on 3/26/2021.

A Note from the Administrative Leadership Team

While we acknowledge and accept the threat of COVID-19, this threat will not change how we care for, nurture, and support our students. Honoring and developing each person's gifts have always characterized an NGFS education and nothing, not even COVID-19, will stop us from listening deeply and taking the time to make sure that each member of our community is known and cherished.

Ongoing Health and Safety Monitoring

Members of the COVID-19 health team will convene regularly to monitor health indicators reported by the North Carolina Department of Health and Human Services, the Guilford County Health Department, the CDC, the Harvard Global Health Institute, and other organizations. We will continually monitor the metrics defined as relevant and/or predictive by NCDHHS, the number of students and employees on campus who report illnesses; the number of people with recorded fevers; attendance; vaccination status; and a host of other data points that will factor into our community's health status and inform any actions New Garden Friends School will take.

Our goal is to keep our school operations and instruction calibrated to public health conditions in NC, specifically in Guilford County. We will continue to rely on the guidance, consideration, and mandates established by local and state health experts and leaders. Regular monitoring of the overall health and well-being of our school community will also be considered independently.

We watch trends as well as CDC and state and local guidelines carefully and are aware that restrictions are adjusted frequently. As a school, we take a conservative “wait and see” approach, allowing a bit of time after restrictions have been modified to see how the community responds. You will typically see a lag between the time local guidelines change and when school policy is updated. This is intentional.

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The Important Roles That Families Play

The partnership between NGFS and our families is critical to keeping our community healthy and safe. Here at school, we have gone to great lengths to layer multiple risk mitigation strategies. For these strategies to be effective, our students, staff, and families must consistently adhere to personal behaviors outside of school that reflect best practices for limiting the spread of infection. These best practices include the steadfast use of well-fitted face coverings, keeping physically distant (6 feet or more) from those outside your family or designated group, frequent and thorough handwashing, limited travel, and strict avoidance of all large gatherings.

Families play a vital role in maintaining safety on campus. The number one safety measure is to keep a student home if they are sick. We want to work with families to support their student's adherence to safety measures while they are on campus as well as at home.

How you can help at home:

- Monitor your student for symptoms
- Wear face coverings that fit properly and cover your mouth and your nose when outside your home and when you are around others not in your immediate household
- Maintain six feet distance from others not in your immediate household
- Encourage frequent handwashing and healthy hand washing techniques
- Avoid large-group gatherings, especially indoors
- Continue well-child visits to your pediatrician or healthcare provider
- Monitor your student's mental health by providing space to ask questions and talk freely about COVID-19 and other concerns

We understand that there are families with higher risk members in their households. As a community who prioritizes health and safety, we must all do our part to adhere to state health recommendations and regulations to control transmission and potential future outbreaks. There may be times when we ask families to comply with broader safety measures and we greatly appreciate your cooperation in this regard.

NGFS uses a layered approach to risk mitigation

These strategies include:

- Daily health screening
- 6 foot [physical distancing](#)
- [Handwashing and respiratory etiquette](#)
- [Cohort](#) groups
- The consistent and correct use of face masks, by all students, teachers, and staff ([CDC mask guidance](#)).
- Quarantine
- [Cleaning](#) and maintaining healthy facilities
- [Contact tracing](#) in combination with isolation and quarantine, in collaboration with the health department

Travel

Please avoid unnecessary travel. Travel restrictions are frequently changing, so check local authorities and the CDC for the most up to date information. If you have questions about the possible need for travel related quarantine, please contact your Division Head and the health team (health@ngfs.org). When quarantine is necessary, your student will continue classes via remote learning. Please notify the school in advance to arrange for remote learning during this time.

Our guidelines have been updated to align more closely with the CDC's travel guidance. Rather than a 14 day quarantine period, we will offer two options for reduced quarantine after qualifying travel. Qualifying travel refers to mass transit where there is a large number of people and greater risk of exposure such as plane, train, or bus, etc. These guidelines do not apply to carpool or getting to and from school.

The two options for reduced quarantine related to travel are listed below.

1. A student should remain in quarantine for 7 days after the last date of qualifying travel. (Please note that the date of return is day zero.) On day 5 of quarantine, a PCR COVID test should be done. As long as everyone in the household remains symptom free and PCR testing is negative, return to school after day 7 will be allowed.
2. A student should remain in quarantine for 10 days after the last date of qualifying travel. (Please note that the date of return is day zero.) NO COVID testing has to be done. As long as everyone in the household remains symptom free, return to school after day 10 will be allowed.

Please remember the best way to prevent infection is to remain physically distant and masked at all times when with people outside your household.

Sports and Activities Outside of School

It is possible to participate in many sporting events in a COVID safe manner as long as activities follow physical distancing, masking requirements, all state mandates for capacity limits, and the school's limits on gatherings. In addition to gathering limits, it is important to also consider crowding, time spent in close physical contact, ventilation, and risk of exposure to respiratory droplets. An online tool like [COVID Can I Do It](#) can help you make decisions about participation in sports. If these precautions are followed, quarantine is not required before returning to school. If at any time you feel like these precautions are not being followed, please contact health@ngfs.org and we can discuss the situation.

It is possible to participate in other activities safely, if you avoid crowds, attend outdoor or reduced capacity indoor events, wear a face mask at all times, and maintain a six foot distance at all times. In addition to gathering limits, it is important to also consider crowding, time spent in close physical contact, ventilation, and risk of exposure to respiratory droplets. An online tool like [COVID Can I Do It](#) can help you make decisions about participation in activities. An event where 25 or more people were gathered together indoors or 50 or more were gathered together outdoors, however, would qualify as a quarantine event.

As an example, one could safely visit a museum. Physical distancing is easy to achieve in this large space; we do not consider this to be a mass gathering or a high risk activity. As long as the venue is restricting numbers according to the NCDHHS allowable capacity and as long as physical distancing and masking are maintained at all times, this type of activity would not require quarantine.

If at any time you have questions about a particular activity, please contact health@ngfs.org.

When will my student be required to quarantine?

We require that you keep your child(ren) home for **14** days after the last incident of close contact with a known COVID positive person.

If a student participates in any of the following activities, families may choose one of two quarantine options prior to the student's return to school:

- Gathered with 25 or more people indoors, some of whom live outside your household, for a meal, social gathering, or event
- Attended an outdoor event with 50 or more people such as a concert, wedding, funeral, amusement park, large party, etc.
- Traveled to a destination by mass transit. (See Travel section on page 4 for details.)
- Participated in a sports practice, competition, or tournament. (See Sports and Activities section on page 4.)

Quarantine options:

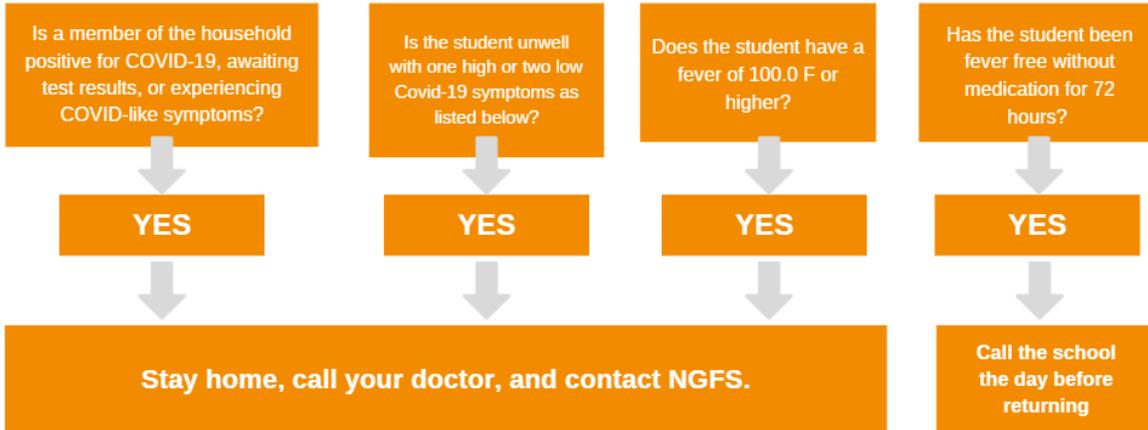
- A student should remain in quarantine for 7 days after the last date of qualifying activity if a COVID test is done. (Please note that the date of the activity is day zero.) On day 5 of quarantine, a PCR COVID test* should be done. As long as the PCR testing is negative, and everyone in the household remains symptom free, return to school after day 7 will be allowed.
- A student should remain in quarantine for 10 days after the last date of qualifying activity if NO COVID test is done. (Please note that the date of the activity is day zero.) As long as everyone in the household remains symptom free, return to school after day 10 will be allowed.

If the student will participate in any of the above qualifying events, please let us know your plans as soon as possible by emailing health@ngfs.org. This will enable us to immediately transition your student to participate in remote learning for the quarantine period.

* Please note that when COVID-19 tests are done, NGFS accepts only PCR test results. Unless otherwise recommended by your healthcare provider, testing should be done 5-7 days after exposure for best results.

Caring for Ourselves and Each Other

When To Stay Home



The following information covers both the criteria and procedures we will follow regarding those who fall ill while at school, and guidance for determining when children or adults who have been sick or in quarantine at home can return to school.

We understand that some children and adults may experience low risk symptoms on a regular basis, if a child or adult falls into this category, please contact your Division Head and email our nurse, Amanda Falvino at afalvino@ngfs.org.

High Risk Symptoms for COVID-19* (common and relatively specific for COVID-19)	Low Risk Symptoms for COVID-19* (more common and alone do not necessarily indicate COVID-19)	
Fever/chills	Nausea, vomiting, or diarrhea (multiple watery stools)	Fatigue
Shortness of breath/labored breathing	New onset of severe headache	Nasal congestion/nasal drainage (a change from baseline)
Loss of sense of taste or smell	Sore throat	Muscle aches
New or worsening cough (a change from baseline)		
<i>*As defined by medical personnel</i>		

A Note About Fever

Currently our guidelines indicate that any student with a temperature of 100 or greater will be sent home or asked to stay home from school. We recognize that the medical community acknowledges fever as a temperature of 100.4 or greater. Our limit of 100 is conservative and based on the likelihood that a person's temperature would continue to rise throughout the day. We want families to closely monitor any individual whose temperature is found to be elevated. This limit will continue to be our guideline for sending a student home or asking a student to stay home. If the temperature never rises above 100.3, the student may return to school after 24 hours from the initial elevated temperature. If the temperature rises to 100.4 or greater, we will follow the current COVID guidelines. This includes requiring that the student see his/her/their healthcare provider. If the healthcare provider finds an alternative source for the fever, the student may return after 72 hours from the initial fever along with any additional recommendations from the healthcare provider.

When a Child or Adult Develops Symptoms

A child or adult with one high-risk symptom or two low risk symptoms should stay home.

- If a student has one high risk or two low risk symptoms, at home or at school, they need to stay home or go home. Other household and carpool members will be sent home as well. An evaluation by a healthcare provider, improving symptoms, and a note to return to school OR improving symptoms and a negative COVID test are required for return to school. The “Return to School” form is located [here](#); your provider may have alternate documentation. Any carpool member who has been with this person within the past three days should also be kept home.
- Carpool members should make arrangements to notify each other when any child develops symptoms.
- If a COVID-19 test is negative, OR the individual receives an alternative diagnosis (and the person is not a contact of a COVID-19 case), the child or adult may return to school when symptoms have improved and the individual has not had a temperature of 100.4 or higher for 72 hours, without the use of fever-reducing medication. **Please note when a COVID-19 test is done, the school requires the PCR test, which involves a nasal swab.** The antigen test is not sufficient in order to return to school.
- If the test is positive, the individual must stay home for a minimum of 10 days. They may return after 10 days when symptoms have improved and the individual has not had a temperature of 100.4 or higher for 72 hours, without the use of fever-reducing medication.
- If at school, the child or adult will be isolated in a sick room until that person can leave the building. Household and carpool members of the child or adult will also be isolated in a sick room until they can leave the building.
- He, she, or they should have a cloth face covering on at all times.
- Per the guidance of the Health Department, if at any time there is a pending test and anyone else in the cohort becomes symptomatic with even ONE symptom, they will be sent home.

A child or adult with only one low-risk symptom or a non-infectious diagnosis (e.g. migraine, allergies)

- May come to school except in the case of nausea, vomiting, or diarrhea.
- If the child or adult is vomiting or has diarrhea, the individual may return to school once symptoms have improved and it has been at least 24 hours since the last incident of vomiting or diarrhea.
- If symptoms do not resolve quickly or become worse, the individual should be evaluated by a healthcare provider.
- If the child or adult is at school and it is determined that they should be sent home, other household and carpool members may be sent home as well.

What is a close contact?

Per the [CDC](#) you are considered to be a close contact if:

- You are a household member (parent, child, sibling, other family member) of someone who has COVID-19, whether there are symptoms or not.
- You have been within 6 feet of the infected person for ≥ 15 minutes (cumulative time), starting two days before the infected person's onset of symptoms or positive test, even if both parties were wearing face coverings. (This includes carpool members.)
- You provided care at home to someone who is sick with COVID-19 or has a positive COVID-19 test.
- You had direct physical contact with the infected person (hugged or kissed them), whether they have symptoms or not.
- You shared eating or drinking utensils with the infected person, whether they have symptoms or not.
- The person with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you.

When There is a Known or Suspected Case of COVID-19

1. What if a child or adult has been diagnosed with COVID-19?

- a. If a child or adult has been diagnosed with COVID-19 but does not have symptoms, they should remain out of school until 10 days have passed since the date of their first positive COVID-19 test, assuming they have not subsequently developed symptoms since their positive test.
- b. If a child or adult has a positive COVID-19 test and later develops symptoms, they may return after 10 days when symptoms have improved and the individual has not had a temperature of 100.4 or higher for 72 hours, without the use of fever-reducing medication.
- c. If a student has tested positive for COVID-19 they must have written clearance from their healthcare provider before they may participate in NGFS sports.

2. What if a child or adult lives in the household or is a close contact of someone who has been diagnosed with COVID-19?

- a. Anyone who lives in the household of a known COVID-19 case should stay home for 14 days from the last date of exposure to a positive person, whether or not they have symptoms. Please note that a positive person is considered contagious for 10 days. The child or adult must wait 14 days from the last date of exposure EVEN if they have a negative test.
- b. If a household member develops any one symptom in the high or low-risk category:
 - The child or adult should be evaluated by their healthcare provider. **Please note if a COVID-19 test is done, the school requires the PCR test, which involves a nasal swab.** The antigen test is not sufficient in order to return to school.
 - Please return documentation from your healthcare provider. Our "Return to School" form is [here](#); your provider may have alternate documentation.
 - When testing is not easily available, it is reasonable to assume an ill individual with known contact with a COVID-19 positive person has COVID-19.
 - The school will notify the Health Department of confirmed COVID-19 infection in teachers, staff, or families.

- If the child or adult has developed symptoms during this 14-day period, the person should continue quarantining for 10 days beyond the day of onset of symptoms.
 - The person must have improved symptoms for at least 24 hours and been fever free without the use of fever reducing medication for 72 hours before returning to school.
- c. What if a child or adult lives in the same household of a close contact who is in a 14-day quarantine and develops symptoms of COVID-19 during the 14-day period:
- The start date of the isolation period for the rest of the household resets to the first day of symptoms for that household member and must continue for 10 days after that exposure.
 - The person who is coming to school must have improved symptoms for at least 24 hours and been fever free without the use of fever reducing medication for 72 hours before returning to school.
- d. What if a child or adult lives in the household or is a close contact of someone who has been exposed to COVID-19?
- The person directly exposed to COVID-19 should stay home a minimum of 14 days.
 - The person directly exposed should have COVID testing by PCR done no sooner than 5 days after the date of exposure.
 - All household members should stay home until results of COVID testing are received.
 - If the exposed person develops symptoms or has a positive test, please see above, number 2, for guidance
 - Additional recommendations may be made based on consultation with the Health Dept..

Students or staff diagnosed with COVID-19 should receive clearance from their local County Health Department to return to school when the quarantine and isolation period has ended. A school official will monitor absences and dates of quarantine and isolation to approve return.

*Updated guidance from the CDC may allow for a shortened quarantine period. The [Guilford County Health Department does not advise](#) a shortened quarantine period at this time. NCDHHS school guidance advises to follow the local health department.

When There is a Case or an Exposure On Campus

As we consider balancing the health of the NGFS community, our individual right to privacy, and the mutual obligations we have toward each other, we will remain mindful of the need to be both informative and respectful. If there is an exposure or a case of COVID-19 on campus, you will be advised. We will name a class or a level, but we will never name a student, family, or staff member. We might say, “A third-grade parent has tested positive for COVID-19” or “A teacher has been exposed to someone who has tested positive.” We will provide the information you might need to protect yourself and/or your family but having someone’s name will not add to or diminish your protection. These are difficult times; please think carefully about respecting the privacy of our friends and our community.

We may not need to close our entire facility when a COVID-19 case is identified. However, a particular classroom or area may need to be temporarily closed for a period of time. The CDC recommends closing for 2-5 days while determining a long term course of action, which may include closure for 14 days.

If a cluster of cases (five or more cases sharing a common source) occurs at school, or if widespread exposure has occurred as a result of an infected staff member, then the school will likely need to be closed to allow for contact tracing and cleaning. This will be done in consultation with the Health Department.

When Should I Get COVID Testing?

If you are having a test due to possible exposure, we recommend that you **wait 5-7 days** after possible exposure to be tested. A test done earlier may not show as positive. Waiting allows for a more accurate test result. Because there may be a delay between the time a person is exposed to the virus and the time that virus can be detected by testing, early testing after exposure at a single time point may miss many infections.

If experiencing **symptoms**, testing can be done at **any time**.

Sample Scenario

Person A has no symptoms	Person A has symptoms
<p>If Person A was exposed/was a close contact on 12/1 - they could infect others as early as 12/3. Person A should get a PCR test on 12/6, 12/7, or 12/8.</p> <p>If the PCR test is negative, and Person A does not develop symptoms, Person A must still complete 14 days in quarantine (per the guidance of the Guilford County Health Department.) Day 1 of quarantine is 12/2, the earliest return date is 12/16.</p> <p>If the PCR test is positive, and Person A does not develop symptoms, Person A must isolate for 10 days after the date of the positive test. Person A can return on Day 11, (they were tested on 12/6 so they can return on 12/17.)</p>	<p>If Person A was exposed/was a close contact on 12/1 - they could infect others as early as 12/3. If Person A develops any high or low-risk symptoms, Person A should get a PCR test as soon as symptoms develop. In this example, symptoms began on 12/3, and Person A was tested on 12/4.</p> <p>If the PCR test is negative, Person A must complete 10 days in quarantine; day 1 is the day symptoms began. In this example, the earliest return for Person A is 12/14 (if symptoms have improved and Person A has been fever-free for 72 hours without the use of fever-reducing medications.)</p> <p>If the PCR test is positive, Person A must isolate in the home for 10 days from the date of the positive test. Person A can return on Day 11, (symptoms began on 12/3 so they can return on 12/15) and as long as Person A's symptoms have improved and Person A has been fever-free for 72 hours without the use of fever-reducing medications.</p>
<h4>Person B is a household member of Person A</h4>	
<p>Person B is a household or carpool member of person A. Since Person A could be infectious on 12/3, Person B could infect others as early as 12/5, so Person B must stay at home until Person A has test results.</p> <p>If Person A is tested and the PCR test is negative, Person B may return to school.</p> <p>If Person A is tested and PCR test is positive, Person B stays home and is officially quarantined since Person B is now a direct exposure to a known COVID case. Person B's quarantine is 14 days from the last date of contact with Person A. Please note, Person A is considered contagious for 10 days. If Person A and Person B continue to have contact, Person B could be in quarantine for a total of 24 days. In effect, Person B's situation is now identical to Person A.</p>	
<p>The following example is intended to illustrate the protocol described in the above chart.</p>	

On Thursday at 4p.m., 12/3, NGFS student Janie (Person A) was identified as a close contact of her neighbor Richard, who tested positive for COVID-19. Janie visited Richard on the morning of Tuesday, 12/1, before coming to school. Janie's Mom, Mary (Person B) did not learn that Richard was positive until Thursday afternoon and Janie has been at school this week. Mary knew to keep Janie home from school on Friday. Janie was exposed on the morning of 12/1, and if she became infected with COVID after exposure to Richard, she could have been infectious as early as 2 days later, Thursday morning, 12/3.

Janie must quarantine for 14 days. Janie will be tested. Janie's mom, Mary, did not have close contact with Richard, but Mary and all other household members must quarantine along with Janie until they know the results of Janie's test. (Mary and Janie's other household members become Person B.) Mary took Janie for a COVID-19 PCR test in the proper time window. (Janie was exposed to Richard on 12/1 and was tested on day 5 after exposure, on 12/6.) No one in the family has developed any symptoms of COVID-19. Janie's test was negative, but Janie must still quarantine for 14 days, through 12/15, returning to school on 12/16. Mom, Mary, is released from quarantine as soon as Janie's test results are received, because Janie has had a negative test and no one in the family is exhibiting any symptoms.

NGFS traces Janie's movements to determine close contacts Janie had with people at school on Thursday when she was last at school. Janie's classmates and teachers spent time with her in the classroom. They were always masked and almost always 6 feet apart, but because they were in the same room together most of the day, Janie's classmates and teachers are considered close contacts of someone who has had a known exposure. In addition to her classmates and teachers, Janie was in close contact with 2 other staff, a resource teacher and a facilities staff person. Each of these people spent more than 15 minutes in the same classroom as Janie on Thursday. This class will go remote and the staff people involved will also stay home. When Janie's negative test results are received, she must continue to quarantine, but all of her school contacts may return to school.

Disinfecting After Illness

If an employee or student becomes ill with COVID-19 symptoms while on campus, the individual will be separated from others and receive appropriate medical attention. If a student or teacher becomes ill with COVID-19 symptoms, the class will immediately wash their hands and move outdoors or another appropriate learning space while the room is disinfected. The space will be deep cleaned before students return.

Contact Tracing

In collaboration with local public health, we will identify individuals who were exposed or had close contact with the case and make a determination to close certain classrooms/areas based on exposure history. The 2-5 days allows our staff, in collaboration with our public health department, to perform a thorough investigation and determine who was exposed to the case. This also gives us time to do additional deep cleaning and disinfecting. Those who are determined to have close, prolonged contact (greater than or equal to 15 minutes) will be required to quarantine for 14 days, while others will be allowed to come back to school.

Once close contacts have been identified, we will notify parents, staff, and teachers by phone and by email of any positive cases while maintaining confidentiality. Close contacts must be excluded from school and self-isolate for at least 14 days after exposure. The classroom setting where the case was based may need to temporarily pivot to exclusive remote learning as students and teachers isolate.

Daily Health Screening

Parents (or students over 18) will be required to fill out a daily health screening for each student. The screening will be completed through the NGFS app (or online) and must be submitted for each student before students are allowed to enter school. Family members marked with "correspondence" permissions in Renweb may

submit the screening on behalf of the student - students under 18 may not submit the screening themselves. If you experience technical difficulties with submitting the online form, the screening checker will ask the questions in-person when you arrive.

The morning screening checker will confirm that your screening response has been received (through a real-time recording of responses), or you can show the "ALL CLEAR" screen by holding up your phone to the window. Please ensure that everyone in the car two or older is wearing a well-fitted cloth face covering, and keep car windows rolled up during the drop-off process. Everyone should have their face covering on at all times when on campus during the entire drop-off and pick-up process.

We understand that some children and adults may experience low risk symptoms on a regular basis; if a child or adult falls into this category, please consult your division director and email our nurse, Amanda Falvino at afalvino@ngfs.org to discuss.

Transition to Remote Learning

In-person learners may switch from in-person to remote learning individually or as part of their class due to illness, exposure, or preference. We will need 24-48 hours to transition a student or a class to remote learning. Requests to transition to remote learning should be directed to your Division Head Carolyn Vallejos, cvallejos@ngfs.org or Tanisha Jones, tjones@ngfs.org.

Vaccination

Our school is grateful for the vaccine priority status the state of North Carolina has extended to educators, and we share in the excitement as many of our faculty and staff receive vaccinations. As a school, we believe in the efficacy of COVID vaccines and encourage all faculty and staff to be vaccinated. For more information about vaccination, visit the [NC DHHS website. to "Find your spot to take your shot."](#)

Given the Emergency Authorization Status of current COVID vaccines, we do not require vaccines as a condition of employment at this time. We recognize and respect that this is a confidential medical decision involving many factors and fully support all of our employees in making the decision they and/or their medical provider believe is in their best interest. To that end, we ask that ALL members of the New Garden Friends School community respect the privacy of others and refrain from questions or discussions about vaccines. Casual conversations on this topic, inquiries as to whether or not someone has been vaccinated, etc. are strongly discouraged.

In keeping with best practices and current recommendations from NCDHHS, the CDC, and our health team, New Garden Friends school policies, procedures, and mitigation strategies will remain in place. At this time, fully vaccinated people will continue to follow health protocol. For questions, reach out to health@ngfs.org

Please follow this link for [CDC guidance on vaccination](#). NGFS will continue to evaluate school health protocol as more guidance emerges.

The School Day

When students are on campus, the student must adhere to all COVID-19 policies, including the requirements to wear a well-fitted face covering, wash hands frequently, and observe physical distancing.

If a student refuses to comply with COVID safety measures, the student will be sent home immediately. A second incident of refusal may result in the student being prohibited from on-campus learning.

Cloth Face Coverings for ALL students

Well-fitted cloth face coverings must be worn by all students. During the health check at drop-off, everyone in the car is required to wear face coverings, with the exception of children under age 2.

Guidance from the CDC and NCDHHS require cloth face coverings be worn by everyone age 2 and older to reduce the spread of COVID-19. Students will remove their face coverings for eating, drinking, and sleeping. We will instruct students on how to store their face coverings when they remove them.

Face Covering Policies for Students on the Guilford Campus

Cloth face coverings will be removed for snack and lunch. Most of the time, staff and Preschool-Grade 6 students will continue to wear cloth face coverings when outside, but cloth face coverings may be removed when physical distancing is possible outside and with teacher permission.

Students should arrive at school wearing a clean, well-fitted cloth face covering for every day of on-campus classes.

- Cloth face coverings must have two or more layers of fabric and must [fit properly](#).
- Disposable paper masks are allowed if they are well-fitted.
- **Neck gaiters and face coverings with vents will not be allowed.**
- Each student must have 5 clean cloth face coverings (labeled with name) in a ziplock bag at school as well as a receptacle for soiled coverings. (We recommend a sealable container that your child can manage without help.)

Please teach your student how to properly use and remove a face mask.

Wearing Masks:

(great for younger students)

<https://www.youtube.com/watch?v=Srig59LN6ik>

How to Put On and Remove A Face Mask:

(more detailed explanation, great for 1st grade and up)

<https://www.youtube.com/watch?v=n1eeQeAe80A>

Students will bring used face coverings home in the container daily. Please wash the face coverings and have your child return them to the classroom.

Face Covering Policies for students on the Page-Frederiksen Campus

Cloth face coverings must be worn at all times except for:

- Dedicated outside mask breaks when physical distancing is possible and when specific permission has been given by a faculty or staff member
- While eating

Students should arrive at school wearing a clean, well-fitted cloth face covering for every day of on-campus classes.

- Cloth face coverings must have two or more layers of fabric and must [fit properly](#)..
- Disposable paper masks are allowed if they are well-fitted.
- **Neck gaiters and face coverings with vents will not be allowed.**
- Each student must have 2 clean, spare cloth face coverings with them at school.

Campus Access for Parents and Visitors

Staff Members and Essential Visitors are the Only Adults Permitted on Campus

In order to reduce the exposure of everyone on campus, we are strictly limiting visitors. If you need to speak with an NGFS staff member, please DO NOT come to the office or into classrooms. Instead, contact staff members via phone or email.

We have always encouraged parents to volunteer in classrooms, but will follow NC Department of Health and Human Services (NCDHHS) recommendations limiting campus access to students, staff, and essential visitors. We know this is disappointing and hope to be able to open our doors to volunteers in the near future.

A drop box is located on each campus for families to drop off materials, paperwork, lunch, or other items.

Meeting With Your Child's Teachers

We know that communication between teachers and parents and guardians is a vital component of your student's education. NGFS teachers would like to hear from parents and guardians about questions or concerns. Teachers can talk by phone, or if an extended time is needed, they can set up a Zoom conference before or after school. Unfortunately, we will not be able to hold in-person parent meetings or have parents visit classrooms at this time.

Emergency Contacts and Medical Information

Parents must complete and submit all required student medical forms prior to the first day of school. Please consider your emergency contacts carefully; if you typically rely on older adults to help out in these situations, determine if your family is still comfortable with this plan.

Parents must provide at least 3 emergency contacts (parents can be included as part of the three contacts) who are able to pick up your student from school **within 30 minutes of receiving a call from the School if your student presents with a temperature, becomes ill during the school day, or is sent home for another reason**. If your student must go home, stay in your car and they will be brought to you.

This year, if a student needs to be picked up from school for any reason, not just health related, we are asking that all authorized pickups adhere to the 30-minute window.

Late Arrival

Please complete the health screening when arriving late. Parents/guardians should pull up to the front entrance of the school and contact the school to arrange for a staff member to come out and clear the student for attendance. Lower school students will then be escorted by school staff to their classroom. Middle and Upper school students will be cleared in front of building A.

Students participating in athletics or extracurricular activities on the Page-Frederiksen campus should arrive at least 10 minutes early. Cars should pull up to the entrance of building B and wait for clearance. Everyone in the car age two or older must be wearing a well-fitted cloth face covering. If arriving late, parents or student drivers should pull up to the front entrance of building A and contact the staff member in charge of the activity to be cleared for attendance.

Early Pick-up

When you arrive on campus to pick up your student early, please park in front of the school and call the main office. A staff member will escort your student to your car. For lower school, if this early pickup is for a scheduled appointment, please coordinate with your student's teachers so they will have their belongings packed and ready to go at the designated time of pick up.

If the parent is not picking up, please make sure the person you send is on your authorized pickup list in Renweb. When they call to pick up, a school staff member may come outside and verify identity through the car window. Please make sure that person has a valid ID with them, knows our procedures regarding wearing well-fitted cloth face coverings, and complies with these procedures.

Routine Cleaning

Dedicated cleaning staff will enable us to implement additional disinfection measures (with EPA approved disinfectant for SARS-CoV-2, the virus that causes COVID-19), throughout the school day.

Special attention will be paid to high-touch areas such as door handles, stair rails, faucet handles, toilet handles, playground equipment, light switches, desks, tables, chairs, and shared objects. Paper-based materials, such as books and loose-leaf paper, are not considered high-risk for COVID-19 transmission and do not need additional cleaning or disinfection procedures. Enhanced nightly sanitation and disinfection protocols have also been instituted.

All students will be instructed in proper handwashing techniques. Handwashing will be required at numerous times during the day, such as upon arrival; before and after eating; after toileting, sneezing, or coughing; before and after outside break times; and as needed. Hand sanitizer (with at least 60% alcohol) will be available at building entrances and in every classroom for safe use by staff and older students.

Food

If a student has forgotten their lunch, parents can use the on-campus drop box to deliver their lunch. Contact the school to arrange for a staff member to get this to your student. We will not be accepting any food deliveries on campus at this time.

All water fountains will be closed. Students can use water bottle filling stations to safely and hygienically fill water bottles.

Outside Services

If your child receives services at school from an outside provider, for example a tutor, please contact your Division Head so we can coordinate communications - and provide our requirements for being on our campuses.

Resources for Families

- National Child Traumatic Stress Network has resources to help parents talk with kids about COVID-19.
Helping kids anxious about COVID contagion:
 - [NCTSN Fact Sheet on helping children with traumatic grief/separation related to COVID](#)
 - [NCTSN Fact Sheet on supporting children during COVID](#)
 - [NCTSN Parent Guide for COVID](#)
- [Supporting Teenagers and Young Adults During the Coronavirus Crisis](#)
- [Helping Kids and Parents Cope Amidst COVID-19](#)
- [NCDHHS](#)
- [CDC](#)
- COVID [Can I Do It Tool](#)