

2020-21 COVID-19 Handbook

Revision date: 12/17/2020



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 administrative 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 12/17/2020.

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 has 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, and the Harvard Global Health Institute. 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 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.

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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 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.

Here is how you can help at home:

- Monitor your student for symptoms
- Wear face coverings that 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.

Travel

Please avoid unnecessary travel. Travel restrictions are frequently changing, so check local authorities and the [CDC](https://www.cdc.gov) 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 when possible to arrange for remote learning during this time.

Additional Holiday Travel Guidelines

We are in the holiday season when many families typically travel to visit with family and friends, and we appreciate that it is not within our purview to dictate travel limitations to families or staff. Still, we ask you to heed travel warnings and/or restrictions imposed by local, state, or federal authorities and not travel during this time.

Because of the current COVID-19 pandemic and rising cases, we urge you to weigh the risks and benefits thoughtfully. If you must travel, we urge you to strictly abide by [CDC](https://www.cdc.gov) guidelines.

CDC Guidance for Winter 2020

If you are considering traveling for the winter holidays, here are some important questions to ask yourself and your loved ones beforehand. These questions can help you decide what is best for you and your family.

- Are you, someone in your household, or someone you will be visiting at [increased risk for getting very sick](#) from COVID-19?
- Are cases high or increasing in your community or at your destination? The more cases in your community or destination, the more likely you are to get and spread COVID-19 as a result of your door-to-door travel. Check [CDC's COVID Data Tracker](#) for the latest number of cases in each area.
- Are hospitals in your community or at your destination overwhelmed with patients who have COVID-19? To find out, check [state and local public health department websites](#).
- Does your home or destination have requirements or restrictions for travelers? Check [state and local requirements](#) before you travel.
- During the 14 days before your travel, have you or those you are visiting had [close contact](#) with people they don't live with?
- Do your plans include traveling by bus, train, or airplane, which might make staying 6 feet apart difficult?
- Are you traveling with people who don't live with you?

If the answer to any of these questions is "yes," you should consider making other plans, such as hosting a virtual gathering or delaying your travel.

When will my student be required to quarantine?

If you can check off any of the boxes below, we require that you keep your child(ren) home for **14** days following the date of the last incident (date of gathering, date of last travel, date of last event attended, etc).

- Gathered with 10 or more people, some of whom live outside your household, indoors for a meal, social gathering, or event
- Had **close contact with people that are not adhering to safety protocol** (wearing a mask, staying 6 feet apart, frequently washing hands, as outlined in this COVID Handbook) or had close contact with an individual with COVID-19 symptoms or anyone known or suspected to have COVID
- Traveled to a destination by any mode of transportation that required close contact (within 6 ft.) with people outside your household for more than 15 minutes. This includes travel by car with anyone outside of your household, whether you are wearing masks in the car or not.
- Participated in a sports competition or tournament (Individual contactless events may not require quarantine. Please check with health team.)
- Attended a public indoor or outdoor event with 25 or more people such as a concert, wedding, funeral, amusement park, large party, etc.

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.

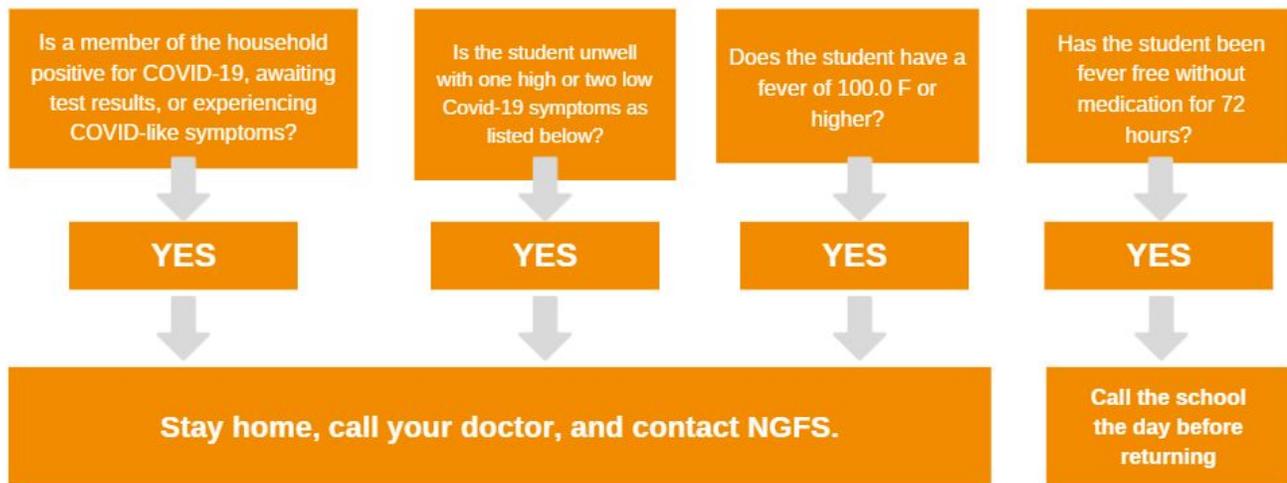
Please note that when COVID-19 tests are done, NGFS accepts only PCR test results. Unless otherwise recommended by your healthcare provider, testing should be done 5-7 days after exposure for best results.

Examples of Required Quarantine

1. Your family attended an indoor holiday celebration on Dec. 25 that included a total of 10 people, six household members and four out of town guests. Your student must quarantine after the last date of contact with the out of town guests. The first date of quarantine would be Dec. 26, and the first date for return to school would be Jan. 11.
2. Your student travels by car to her grandmother's house for the holidays. In the car is your family and two other family members who live outside your household. Your student must quarantine after the last car ride. If the last date of travel was Dec. 29, the first date of quarantine would be Dec. 30, and the first date for return to school would be Jan. 13.
3. Your family, including your student, attends an outdoor wedding with 20 people on Jan. 2. Not everyone was wearing a mask and people were eating, drinking, and dancing within 6 feet of one another. The first date of quarantine would be Jan. 3, and the first date for return to school would be Jan. 18.
4. Your oldest son visited Disney World over the break and returns home on Dec. 31 with a new cough and feeling very tired. His doctor asks him to quarantine for 14 days based on his history of exposure and his symptoms. Your youngest child who attends NGFS should stay home. Parents of the NGFS student should consult with the Health team to determine the appropriate return date.

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* include: (common and relatively specific for COVID-19) | Low Risk Symptoms for COVID-19* include: (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 | Headache | Rash |
| Loss of sense of taste or smell | Sore throat | Whites of the eyes are pink |
| New or worsening cough | Muscle aches | Nasal congestion/nasal drainage |
| <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 and a note to return to school OR improving symptoms and a negative COVID test is 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.

"Proximate contact" is another type of close contact. Proximate contact as defined by [Johns Hopkins](#) is being in the same enclosed environment such as a classroom, office, or other room for an extended period even when 6 feet apart.

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.

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, whether or not they have symptoms. The child or adult must wait 14 days 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 and the family must notify the Health Department.**
 - The school will also 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 household member who has been in contact with the exposed individual must stay home and should closely monitor for any high or low risk symptom until the exposed individual has a negative test. If the exposed individual has no symptoms, the test should be done 5-7 days after exposure. If the test is negative, the household member may return to school. If positive, see above section 2a.
 - Additional recommendations may be made based on consultation with the Health Dept..

*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.

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> |

Person B is a household member of Person A

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.

If Person A is tested and the PCR test is negative, Person B may return to school.

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.

The following example is intended to illustrate the protocol described in the above chart.

On Thursday afternoon 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 all the 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 now considered close contacts of someone who has had a known exposure. (This type of close contact is called "[proximate](#)" contact and is treated the same as close contacts.) In addition to her classmates and level 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.

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. ([CDC](#))

If someone in your household is COVID positive, these [CDC calendars](#) may be helpful.

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

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.

Disinfecting and Cleaning

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 to the outdoors or another appropriate learning space while the room is disinfected. The School will then deep clean the space 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 exclusively remote learning as students and teachers isolate.

Daily Symptom Checking

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.

The morning temperature 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. If you experience technical difficulties with submitting the online form, the temperature taker will ask the questions in-person when you arrive.

Everyone in the car over the age of two must be wearing a cloth face covering. **Using a touchless digital thermometer**, a school staff member will come to your car and take the student’s temperature, confirming that the student does not have a fever of 100.0 F or higher. Temperature checks will begin at 8 a.m. on both campuses; they will continue until 8:30 a.m. Please arrive during this window of time. (ACG temperature checks will begin at 7:45 a.m.)

Please keep car windows rolled up except for when temperatures are being taken. Please note that having the heat on in the car may cause a student’s temperature to be elevated. Turn off the heat before your student’s temperature is taken to prevent inaccurate readings.

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 or Tanisha Jones.

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 we will start the year following 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 later in the school year.

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. They 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 pick-ups adhere to the 30-minute window.

Late Arrival

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 perform a health check to clear the student for admission to school for that day. Lower school students will then be escorted by school staff to their classroom.

If your student does return for the remainder of the day, please make sure you can answer the health screening questions for approved attendance.

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 a temperature check and health screening questions to clear your child. Everyone in the car over the age of two must be wearing a 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 come out and perform a health check to clear the student.

Early Pickup

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 have your student escorted out to your car. For lower school, if this early pick-up 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 pick-up 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 cloth face coverings, and complies with these procedures.

The School Day

When students are on-campus, the student must adhere to all COVID-19 policies, including the requirements to wear a 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 (revised 11/18/2020)

Everyone is required to wear face coverings during the health check at drop-off, with the exception of children age 2 and younger. Cloth face coverings must be worn by all students.

New guidance from the CDC and NCDHHS recommend and encourage cloth face coverings be worn by everyone age 2 and older to reduce the spread of COVID-19. Beginning Monday, Nov. 30, students in A Child's Garden will be required to wear cloth face coverings. 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-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 cloth face covering for every day of on-campus classes.

- Cloth face coverings must have two or more layers of fabric.
- Disposable paper masks are allowed if they are tight-fitting.
- **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, cloth face covering for every day of on-campus classes.

- Cloth face coverings must have two or more layers of fabric.
- Disposable paper masks are allowed if they are tight-fitting.
- **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.

Cleaning

New 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

- [Supporting Teenagers and Young Adults During the Coronavirus Crisis](#)
- [Helping Kids and Parents Cope Amidst COVID-19](#)
- [NCDHHS](#)
- [CDC](#)