

Grace-St. Luke's Episcopal School
COVID-19 Parent/Student Handbook
Guidelines for getting back to campus
Effective August 1, 2020

Introduction to this COVID-19 Parent/Student Handbook

Thank you for your patience and support as we weather this unprecedented Global pandemic of COVID-19; since mid-March we have lived and worked under new rules and guidelines that we have never experienced before. We have faced this with determined optimism that we will get through this together as a community.

Grace-St. Luke's Episcopal School ("GSL" or the "School") is committed to protecting the health and safety of all of its students during the COVID-19 pandemic. The School has developed this COVID-19 Parent/Student Handbook as a supplement to GSL's Parent/Student Handbooks for Preschool and the Lower and Middle School. This COVID-19 Parent/Student Handbook is an informative booklet for parents and students setting forth the policies and procedures of the School during the COVID-19 pandemic and does not constitute an express or implied contract or give students or parents any enforceable contractual rights. GSL reserves the right to amend the COVID-19 Parent/Student Handbook at any time. Parent(s)/legal guardian(s) will be notified of any changes made.

This COVID-19 Parent/Student Handbook contains the following policies and sections:

1. General COVID-19 Related Reminders and Rules
2. COVID-19 Community Commitment
3. Mandatory COVID-19 Student Reporting, Screening, and Temperature Check Policy
4. COVID-19 Emergency School Closure Policy
5. Student Isolation Room and On-Campus Quarantine Policy
6. School Health and Safety Policy
7. COVID-19 Return to School Policy
8. COVID-19 Travel Policy
9. Acknowledgment of Receipt
10. Appendix A
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1. General COVID-19 Related Reminders and Rules

As we move forward toward a return to campus, the School asks that you keep the following in mind:

- The School does not have answers to every question. There may be times when common sense and patience is needed, particularly when information is changing and evolving every day.
- Each GSL student has a major role and responsibility in how we work and how we behave in the community as we navigate our daily activities.
- We are all in this together and, regardless of the new normal, we will move forward together.
- All rules and guidelines, including those in this Handbook, are subject to change, even daily, as we assess the School, our students, and ongoing events.
- The guidelines in this Handbook are established to set appropriate behavior in light of the highly contagious nature of COVID-19. These guidelines do not guarantee protection from getting the virus, but are meant to mitigate the risk of infection.
- GSL's 2020-2021 School Year Reopening Plans may be found on GSL's website: <https://www.gslschool.org/about-gsl/gsl--covid-19-updates/>

The following general rules are covered throughout this Handbook and should be observed at all times. These rules are subject to change as information about the pandemic continues to develop and evolve.

1. If you test positive for, are diagnosed with, or exhibit symptoms of the COVID-19 virus, STAY HOME and do not report to school. Notify your GSL Division Head as soon as possible, who will provide you with guidance on the next steps to take consistent with your circumstances. Your return to school will be determined by the timelines set in GSL's COVID-19 Student Return to School Policy.
2. Practice safe behavior, which includes social distancing, wearing a face mask or covering at all times while on campus, practicing hand hygiene, and keeping your desk clean and disinfected.
3. Every GSL student will be required to undergo on-campus COVID-19 screening at an assigned time and location. This screening will take place every day.
4. Hand sanitizer will be prominently positioned throughout the School. To practice good hand hygiene, you are asked to wash or sanitize your hands upon entering

campus, after using the restroom, and on a regular basis throughout the school day.

5. GSL has upgraded its janitorial services consistent with cleaning and disinfecting practices outlined by the CDC and OSHA.
6. When moving around the campus, please yield and step back from others, where possible.
7. To the greatest extent possible, at entry and exit points at the School, students should limit crowding and maintain maximum group sizes and physical distance recommendations.
8. Common areas will be restricted. Students should not congregate with others in common areas; and should not share food, plates, cups, or utensils.

2. COVID-19 Community Commitment

Grace-St. Luke's Episcopal School (“GSL” or the “School”) is committed to balancing the need to provide a safe school environment with students' developmental needs to socialize and have a love of learning. To that end, all policies and procedures will be implemented in as natural a manner as possible with as much subtlety as we can so that the predominant climate of our school remains positive and stress-free.

GSL is committed to implementing health and safety precautions to mitigate the spread of COVID-19 in our school community. Because we are such a close-knit community, we can't do it without your support. To that end, we are asking GSL Families to enter into a COVID Community Commitment so we are all working as a team to keep each other healthy. This COVID Community Commitment may be revised from time to time to address updates in our knowledge of COVID-19 and new methods for mitigating its transmission. We have the great fortune of being a responsive, dedicated, and caring community of families, teachers, staff and administration. We are grounded in our Episcopal identity, which calls us to love our neighbor as ourselves. Our middle school students abide by an Honor Code, and it is in that spirit we ask all families who wish to send their children to on campus school to sign and abide by these measures. By following these precautions together, we can decrease the chance of transmission.

Grace-St. Luke's Episcopal School In-School Safety Measures

GSL's goal is to minimize on campus exposure. Early identification procedures are in place so the quality of the learning experience remains intact for your child while limiting the opportunity for transmission to our community. In addition, out of great respect for each teacher, we commit to the following precautionary measures:

- Close monitoring of students and employees for symptoms of COVID-19
- Daily temperature checks of students and employees
- Daily health screening of students and employees
- Social distancing
- Implementing good hand hygiene routines and respiratory etiquette practices
- Enhanced cleaning and sanitation routines, including nightly cleanings
- Mandatory face coverings for students, employees, and all visitors on campus
- Safety gloves when appropriate
- Non-essential visitors not permitted until further notice
- All off-campus field trips cancelled until further notice
- School-wide gatherings held virtually

Family At Home Safety Measures

The following guidance is strongly recommended to the greatest extent possible. Please read and provide your consent. Signatures will be collected electronically prior to the start of School.

I acknowledge and understand that participation in school activities or programs at GSL during the COVID-19 pandemic presents certain risks beyond GSL's control, and which may exist regardless of whether GSL controls or attempts to control such risks and even if Grace-St. Luke's exercises the utmost care in trying to prevent anyone from getting injured or sick.

To show my support and help the School community reduce the chance of transmission, my family and I commit to the following precautionary measures:

In public spaces, including work, all members of my household commit to do the following:

- Practice social distancing
- Minimize close contact interactions as defined by the CDC to less than 10-15 minutes
- Wear face masks or coverings when social distancing measures are not available
- Monitor for symptoms, or self-quarantine if chance of exposure, after international travel or domestic travel to a city or area experiencing widespread community transmission
- Practice good hand hygiene, including hand sanitation after contact with high touch surfaces and hand washing during or after public activities

At home, all members of my household commit to the following:

- Monitor for symptoms of COVID-19 including¹:

“High-risk” symptoms for COVID-19 (symptoms which are common and relatively specific for COVID-19) include:

- Fever (temperature of 100.4° F or higher)
- Cough
- Shortness of breath/increased work of breathing
- Loss of sense of taste or smell

“Low-risk” symptoms of COVID-19 (symptoms that are more common and alone do not necessarily indicate COVID-19) include:

- Sore throat
- Nasal congestion/nasal discharge
- Nausea/vomiting/diarrhea
- Myalgias (muscle aches)
- Headache
- Fatigue
- Model and teach proper hand washing techniques to my children
- Promote awareness of and help child identify when hand washing or sanitization might be necessary

¹ The below-listed symptoms are subject to change.

- Report if my child has any of the following to the GSL Division Head as soon as possible:
 - a. A positive COVID-19 PCR-RT test
 - b. A confirmed diagnosis of COVID-19 by a healthcare provider
 - c. Exposure to someone, including a family member, with a confirmed diagnosis or positive test for COVID-19

As set forth in GSL’s Student Return to School Policy, a student who has been exposed to, been diagnosed with, experienced symptoms of, or tested positive for the COVID-19 virus will be required to quarantine away from school. GSL will allow a student to return to campus only after GSL in coordination with the Shelby County Health Department determines that the student is unlikely to pose a direct threat to the health and safety of the rest of its community, consistent with the guidelines issued by the CDC. Anyone who is a close contact (household contact or within 6 feet for 15 minutes or longer) of a known COVID-19 case should stay home for 14 days.

Acknowledgement of Risk & Personal Responsibility

I acknowledge that I have freely chosen to enroll my child at GSL for the 2020-21 school year. I grant permission for my child to voluntarily enter the School property and attend School sponsored activities, notwithstanding the risks associated with the COVID-19 virus and group activities. I understand that GSL has implemented precautions recommended by CDC and other health officials to protect parents, students, and staff from exposure to COVID-19. I also agree that by attending GSL, my family will fully comply with all such measures out of respect for the safety and health of the teachers and larger school community. I agree to take all reasonable safety precautions when in public spaces outside of school.

Responsible Party Signature *

[[Parent First Name]] [[Parent Last Name]]

parent or legal guardian to [[Student First Name]] [[Student Last Name]]

Date

3. Mandatory COVID-19 Student Reporting, Self-Screening and Temperature Check Policy

GSL recognizes its responsibility to monitor and screen its students and its workforce as part of the effort in the U.S. to reopen schools safely. Students should stay at home if they are ill. GSL will be mandating that students and/or parents of students engage in evaluation of the student's health conditions on a daily basis. Daily onsite temperature checks of all students will be required for continued presence on campus.

A. COVID-19 Reporting

Pursuant to guidance published by the CDC, all parent(s)/caregiver(s) must report the following pertaining to each GSL student to Division Head immediately:

1. A positive COVID-19 PCR-RT test
2. A confirmed diagnosis of COVID-19 by a healthcare provider
3. Exposure to someone, including a family member, with a confirmed diagnosis or positive test for COVID-19

A student who reports being exposed to someone with a confirmed diagnosis or positive test for COVID-19; confirmed diagnosis of COVID-19; or positive COVID-19 test will be required to quarantine away from school. The parent(s)/caregiver(s) should keep GSL updated on any change in the student's condition, including improvement or worsening of the originally reported symptoms or any new symptoms. GSL will coordinate with the parent(s)/caregiver(s) and student as to when the student may safely return to school based on information the student provides and related considerations in accordance with GSL's Student Return to School Policy.

Parent(s)/caregiver(s) should notify the Shelby County Health Department immediately if someone in their household (adults or school-aged children) has a positive COVID-19 test. GSL will notify the Shelby County Health Department of any confirmed positive COVID-19 test.

B. COVID-19 Self-Screening

All parent(s)/caregiver(s) for every GSL student must complete self-screenings daily for each student on GSL's COVID-19 Student Self-Screening Form. It is anticipated that RUVNA will be available for use by GSL families for student self-screening in approximately late-August. GSL will notify all families once RUVNA is available, after which all GSL parent(s)/caregiver(s) will be required to download RUVNA and begin completing daily screening for each GSL student through RUVNA. To assist with symptom monitoring and return to School decisions, screenings must be completed every weekday, regardless of whether a student is expected to report to school that day, on GSL's COVID-19 Student Self-Screening Form to be submitted to GSL or through RUVNA, once the app is available.

GSL will receive a daily report from RUVNA confirming those students who have completed the screening, and those who have not. Any student who fails to complete their daily screening will not be permitted on campus.

Screenings on GSL's COVID-19 Student Self-Screening Form and through RUVNA will require that each GSL student disclose whether they have (1) been exposed (within about 6 feet and for a time period of at least 10 minutes) to another individual who has been diagnosed with or tested positive for COVID-19 in the 24-hour period prior to completing the self-screening; (2) a temperature of 100.4° F or higher; and (3) any of the symptoms of COVID-19, including but not limited to²:

“High-risk” symptoms for COVID-19 (symptoms which are common and relatively specific for COVID-19) include:

- Fever (temperature of 100.4° F or higher)
- Cough
- Shortness of breath/increased work of breathing
- Loss of sense of taste or smell

“Low-risk” symptoms of COVID-19 (symptoms that are more common and alone do not necessarily indicate COVID-19) include:

- Sore throat
- Nasal congestion/nasal discharge
- Nausea/vomiting/diarrhea
- Myalgias (muscle aches)
- Headache
- Fatigue

If a student answers in the affirmative to any of the questions in the self-screening, they should (1) not report to school, (2) contact their Division Head, and (3) see a health care provider. Per CDC guidance, a student experiencing any of the “Emergency Warning Signs” (trouble breathing, persistent pain or pressure in the chest, new confusion, inability to wake or stay awake, bluish lips or face) should not report to school and should call 911 immediately before reporting the issue to GSL.³

The parent(s)/caregiver(s) of the student should keep GSL updated on any change in the student's condition, including improvement or worsening of the originally reported symptoms or any new symptoms. GSL will coordinate with the student as to when they may safely return to school based on information the student provides and related considerations in accordance with GSL's Student Return to School Policy.

² The below-listed symptoms are subject to change.

³ The CDC recommends that you notify the 911 operator that you may have COVID-19, and that you put on a face mask or covering before medical help arrives.

C. Onsite COVID-19 Temperature Checks and Screening

In addition to mandatory self-screening for COVID-19, GSL will be conducting daily temperature checks of all students. All temperature checks will be completed in the morning, beginning at 7 a.m., and prior to a student being permitted to enter into the campus facilities. In addition to conducting daily temperature checks, GSL will conduct in-person COVID-19 screenings to confirm whether a student has been exposed to or is experiencing symptoms of COVID-19. For Lower and Middle School students arriving to campus late, the student's parent/caregiver must accompany the student to the front office for the student to be screened and temperature checked. For Preschool students arriving to campus late, the student's parent/caregiver must accompany the student to the Preschool entrance under the red awning for the student to be screened and temperature checked.

All student temperature checks will be conducted by GSL employees at designated locations, including the Preschool and Lower and Middle School, using an infrared no-touch temperature scanner. GSL employees will be required to don appropriate personal protective equipment ("PPE") during checks to maintain their health and safety and the health and safety of those students being scanned. Similarly, students undergoing a temperature check will be required to don a face mask or covering and will be asked to wash or sanitize their hands thoroughly after the temperature check is complete.

GSL will not record any student's temperature but will note whether a student has a fever of 100.4° F or higher, the temperature identified by the CDC as a symptom of COVID-19. Any student whose temperature is 100.4° F or higher after a first temperature check will be rechecked after 5-10 minutes. If student's temperature on the second temperature check is less than 100.4° F, the student is permitted to enter campus. If the student's temperature on the second temperature check still is 100.4° F or higher, the student must leave campus.

Students should refer to GSL's Student Isolation Room and On-Campus Quarantine Policy for further instruction and guidance.

D. Experiencing Symptoms While on Campus

"High-risk" symptoms for COVID-19 (symptoms which are common and relatively specific for COVID-19) include:

- Fever (temperature of 100.4° F or higher)
- Cough
- Shortness of breath/increased work of breathing
- Loss of sense of taste or smell

"Low-risk" symptoms of COVID-19 (symptoms that are more common and alone do not necessarily indicate COVID-19) include:

- Sore throat

- Nasal congestion/nasal discharge
- Nausea/vomiting/diarrhea
- Myalgias (muscle aches)
- Headache
- Fatigue

A student who begins to experience any of the symptoms of COVID-19 while on campus should inform the student's teacher, who will assist the student in immediately reporting to the School's Isolation Room in the building closest in proximity to the student at the time. That student will be temporarily quarantined for further evaluation. A student presenting with one (1) "high-risk" symptom or one (1) "low-risk" symptom of COVID-19 will be sent home.

A student presenting with one (1) "high-risk" symptom OR two (2) "low-risk" symptoms is considered to have a "COVID-like illness." Any sibling of a student identified as having a "COVID-like illness" will be required to leave the School and isolate at home until it is determined if the ill student has COVID-19.

The student's parent and/or caregiver will be notified immediately and must pick up the student within one (1) hour of being provided notice. A GSL employee will stay with the student until the student's parent or caregiver arrives. GSL employees attending to ill students who may have COVID will don appropriate PPE under the circumstances, including N-95 masks, face shields, gowns, and gloves. Parents and/or caregivers are encouraged to provide at least three backup emergency contacts and phone numbers for such a scenario. Only approved adult emergency contacts as noted in the student's file will be permitted to pick a student up from School. "High-risk" individuals (someone who is at risk for severe COVID if infected, e.g. a grandparent older than 65 years) should not come pick up the student if possible. The student will remain in the Isolation Room until their parent and/or caregiver arrives for pick up. The parent and/or caregiver should call GSL's main phone number at (901) 278-0200 to notify GSL when they have arrived on campus. The parent and/or caregiver will be directed by GSL to park at one the following locations:

1. Peabody in front of the Preschool;
2. For the Lower School, Circle Dr. in front of the glass doors;
3. For the Middle School, Lemaster near the ramp.

The parent and/or caregiver must remain in their car. The parent and/or caregiver is strongly recommended to wear a mask or face covering in the car. A GSL employee will bring the student out to the parent and/or caregiver. The parent and/or caregiver should not leave their car or enter any building on campus.

To the greatest extent possible, GSL will notify employees and students about the presence of the COVID-19 case(s) in the School, but individuals will not be named. GSL will contact and coordinate with the Shelby County Health Department, as appropriate and applicable. A GSL employee will report all confirmed cases of COVID-19 – via diagnosis by a health care provider or positive PCR-RT test – to the Shelby County Health Department. Names of confirmed cases of COVID-19 will not be released to anyone except the Health Department.

GSL will coordinate with the parent(s)/caregiver(s) of the student as to when they may safely return to school based on information the student provides and related considerations in accordance with GSL's Student Return to School Policy.

E. Cleaning and Disinfecting

Once a parent/caregiver or a student reports a student testing positive for, being diagnosed with, experiencing the symptoms of, or being exposed to COVID-19, GSL will promptly clean and disinfect all surfaces, including equipment and supplies, in the student's classroom, as well as any common areas that the student may have used or visited.

F. Misconduct, Fraud, or Dishonesty

Parent(s)/caregiver(s) or students who engage in misconduct, fraud or dishonesty as it relates to their COVID-19 screening through RUVNA or on-site temperature checks may be subject to discipline. Examples of misconduct, fraud or dishonesty include providing false information about their symptoms, failing to complete self-screening, and failing to engage in safe and healthy practices during temperature checks.

GSL adopts Le Bonheur Children's Hospital and the University of Tennessee Health Science Center (UTHSC) algorithms for handling ill children and staff; see Appendix A.

4. COVID-19 Emergency School Closure Policy

Due to the ongoing developments of the COVID-19 pandemic, GSL and its community must be prepared for the possible closure of the School and return to virtual learning.

A. Confirmed Case of COVID-19

Upon receiving information that an employee or student who was on campus has been diagnosed with COVID-19 by a health care provider or has tested positive for COVID-19 using a PCR-RT test, GSL will coordinate with the Shelby County Department of Health to coordinate next steps, including requirements for contact tracing, cleaning and disinfecting, and possible campus closure. If a cluster of COVID-19 cases (two or more cases sharing a common source) occurs at School, or if widespread exposures have occurred as a result of an infected GSL employee who spent time in multiple locations in the School, the School may need to be closed to allow for contract tracing and cleaning. GSL will coordinate with the Shelby County Department of Health to ensure that campus is reopened safely and in the appropriate manner.

At present, this closure plan applies only to employees and students with confirmed cases of COVID-19 who were on campus in the forty-eight (48) hours prior to being diagnosed and taking a PCR-RT test that produced a positive result. This closure plan does not apply to employees or students who were off campus for forty-eight (48) hours or more prior to being diagnosed with or testing positive for COVID-19.

B. Government-Mandated Shut Down

In the event that the federal, state, or local governments with jurisdiction over GSL issue orders or regulations mandating school closures, GSL will abide by the terms of those orders or regulations.

GSL's Preschool will be considered "childcare" and will be allowed to remain open. In the event that the federal, state, or local governments with jurisdiction over GSL issue orders or regulations mandating closure of childcare facilities, GSL will abide by the terms of those orders or regulations.

5. Student Isolation Room and On-Campus Quarantine Policy

In order to safely and quickly identify potential cases of COVID-19 and separate those potential cases from the GSL community, the School has established Isolation Rooms for use by students experiencing symptoms of COVID-19 while on campus. The Isolation Rooms will be located in designated vacant classrooms in the Preschool, the Lower School (SK-4), and in the Middle School. Each Isolation Room will be appropriately marked with signage. The Isolation Rooms will be operated and supervised by a GSL employee at all times when a student is present in an Isolation Room.

As noted in the COVID-19 Reporting, Self-Screening and Temperature Check Policy, “high-risk” symptoms for COVID-19 (symptoms which are common and relatively specific for COVID-19) include:

- Fever (temperature of 100.4° F or higher)
- Cough
- Shortness of breath/increased work of breathing
- Loss of sense of taste or smell

“Low-risk” symptoms of COVID-19 (symptoms that are more common and alone do not necessarily indicate COVID-19) include:

- Sore throat
- Nasal congestion/nasal discharge
- Nausea/vomiting/diarrhea
- Myalgias (muscle aches)
- Headache
- Fatigue

A student who begins to experience any of the symptoms of COVID-19 while on campus should inform the student’s teacher, who will assist the student in immediately reporting to the School’s Isolation Room in the building closest in proximity to the student at the time. That student will be temporarily quarantined for further evaluation. A student presenting with one (1) “high-risk” symptom or one (1) “low-risk” symptom of COVID-19 will be sent home.

A student presenting with one (1) “high-risk” symptom OR two (2) “low-risk” symptoms is considered to have a “COVID-like illness.” Any sibling of a student identified as having a “COVID-like illness” will be required to leave the School and isolate at home until it is determined if the ill student has COVID-19.

The student’s parent and/or caregiver will be notified immediately and must pick up the student within one (1) hour of being provided notice by GSL. A GSL employee will stay with the student until the student’s parent or caregiver arrives. GSL employees attending to ill students who may have COVID will don appropriate PPE under the circumstances, including N-95 masks, face shields, gowns, and gloves. Parents and/or caregivers are encouraged to provide

at least three backup emergency contacts and phone numbers for such a scenario. “High-risk” individuals (someone who is at risk for severe COVID if infected, e.g. a grandparent older than 65 years) should not come pick up the student if possible. The student will remain in the Isolation Room with a GSL employee until the student’s parent and/or caregiver arrives for pick up. The parent and/or caregiver should call GSL’s main phone number at (901) 278-0200 to notify GSL when they have arrived on campus. The parent and/or caregiver will be directed by GSL to park at one the following locations:

1. Peabody in front of the Preschool;
2. For the Lower School, Circle Dr. in front of the glass doors;
3. For the Middle School, Lemaster near the ramp.

The parent and/or caregiver must remain in their car. The parent and/or caregiver is strongly recommended to wear a mask or face covering in the car. A GSL employee will bring the student out to the parent and/or caregiver. The parent and/or caregiver should not leave their car or enter any building on campus.

Per CDC guidelines, a GSL employee will call 911 immediately for any student who exhibits one of the “Emergency Warning Signs,” which are listed above in the COVID-19 Reporting, Self-Screening and Temperature Check Policy. The GSL employee will notify the 911 operator that the student may have COVID-19. After calling 911, a GSL employee will contact the student’s emergency contact as soon as possible.

GSL will coordinate with the parent(s)/caregiver(s) and student as to when the student may safely return to school based on information the student provides and related considerations in accordance with GSL’s Student Return to School Policy

To the greatest extent possible, GSL will notify employees and students about the presence of the COVID-19 case(s) in the School, but individuals will not be named. GSL will contact and coordinate with the Shelby County Department of Health, as appropriate and applicable. A GSL employee will report all confirmed cases of COVID-19 – via diagnosis by a health care provider or positive PCR-RT test – to the Shelby County Department of Health. Names of confirmed cases of COVID-19 will not be released to anyone except the Department of Health.

Students with a non-emergency medical or health issue, including for first aid or an allergic reaction, may report to the School’s Front Desk. Students should not report to an Isolation Room for non-emergency medical or health issues.

Aerosol-generating procedures, such as use of nebulized medications for asthma or airway suctioning (e.g. tracheostomy care), on the School’s campus shall be minimized to the greatest extent practical and feasible. Nebulizers should only be used as a last resort. Families should obtain MDIs/spacers for children with asthma in place of nebulizers. For these procedures, GSL employees should don appropriate PPE, which may include N-95 masks, face shields, gloves, and gowns. Aerosol-generating procedures should be done outdoors where possible in a private place to maintain confidentiality of the student. If not able to be done

outdoors, these aerosol-generating procedures may be done in an Isolation Room. However, the Isolation Room must be left unoccupied after the procedure with the door closed for three (3) hours. A portable HEPA air filtering unit will be placed in the Isolation Room, if possible.

Face masks or coverings must be worn by everyone while in an Isolation Room, and everyone in an Isolation Room will be expected to practice strict social distancing, hand hygiene, and good respiratory etiquette, where possible. In addition to face masks or coverings, GSL employees may wear face shields, gloves, gowns, and other personal protective equipment (“PPE”), as they deem appropriate.

All Isolation Rooms will be cleaned and disinfected daily, and specific areas in the Isolation Rooms will be cleaned and disinfected immediately after coming into contact with a student or employee who has presented with a fever; two or more of the symptoms of COVID-19; or one of the Emergency Warnings Signs of COVID-19.

Contact Tracing

GSL will assist the Shelby County Health Department, as appropriate and applicable, in performing contact tracing when there is a COVID-19 case in the School. A student who reports testing positive for, experiencing the symptoms of, or being exposed to COVID-19, and who is required to quarantine pursuant to this policy, must complete a Student Contact Tracing Form. A student who reports experiencing symptoms of COVID-19 while on campus will be asked to complete the Student Contact Tracing Form before they leave campus, if possible. A student who reports being exposed to, experiencing symptoms of, or testing positive for COVID-19 will be required to complete the Student Contact Tracing Form and submit it to their Division Head within twenty-four (24) hours.

GSL adopts Le Bonheur Children’s Hospital and the University of Tennessee Health Science Center (UTHSC) algorithms for contact tracing; see Appendix B.

6. School Health and Safety Policy

Based on recommendations issued by the CDC and OSHA, GSL has implemented the following health and safety practices for the campus. These practices are meant to minimize the risks students may face for exposure to COVID-19 and mitigate the continued spread of the virus.

A. Hand Hygiene

Students must wash their hands with soap and water for at least twenty (20) seconds upon arrival to campus, before and after meal and restroom breaks, after use of playground and other shared equipment, and regularly throughout the school day. If soap and water is not available, students may use hand sanitizer or alcohol-based rub that will be provided by GSL.

Students also should avoid touching their face, eyes, mouth, and nose as much as possible while on campus.

B. Social Distancing

Students are required to maintain at least six (6) feet of space between themselves and others. At no times should students be within less than six (6) feet of other individuals for longer than 10 minutes, to the greatest extent possible. This distance requirement must be followed at all times while on campus, where possible, including outdoors. Students may not congregate or take breaks together, may not visit the desks or workspaces of other students (unless necessary to complete a task), and may not use other students' workspaces, desks, phones, computers, pens, or other equipment and supplies. Students are required to observe social distancing of at least six (6) feet apart while seated at desks or tables to the maximum extent possible.

Student arrival and departure times are semi-staggered in order to provide for social distancing to the greatest extent possible. Ingress and egress doors will be appropriately marked with signage, with some doors restricted to ingress only or egress only. Students should avoid congregating in these spaces.

Students are prohibited from engaging in physical contact of any kind with others on campus, including handshakes, embraces, fist bumps, or elbow bumps.

C. Respiratory Etiquette

Face coverings should not be removed for coughing or sneezing. If a mask or face covering becomes wet from coughing or sneezing, a spare mask or face covering will be provided to the student.

D. Mandatory Face Masks or Coverings

Students are required to wear a face mask or covering at all times when on campus. Children in the Little Luker classes are not required to wear face coverings or masks.

Students are required to wear a face mask or covering outdoors when social distancing is not possible. Students are required to obtain and wear their own masks or coverings. Each student should bring two (2) masks or face coverings to campus each day. Fabric masks and coverings (including neck gaiters) should be washed after each use and surgical masks must be disposed of after each use. If a student does not have their own face mask or covering, or if a student's face mask or covering breaks or is lost, GSL will supply disposable masks. Face masks or coverings are not to be worn below the nose or the chin at any time while on campus.

Time throughout the school day will be scheduled for student "mask breaks" to take place outdoors. Social distancing must be maintained at all times.

Face masks or coverings should be broadly consistent with the GSL dress code.

E. Food and Water

Students are encouraged to eat their meals outdoors, when appropriate and weather permitting, or at their desk, when appropriate, with social distancing measures strictly enforced. Students may purchase prepackaged meals at the School, in the event dining services are in operation. Students are also encouraged to bring their own utensils, plates, cups, and glasses, and bring their own water or bottled water. Bottle filling stations on campus will be available, but the safest practice will be for students to supply their own drinking water.

F. Restrictions on Elevator and Stair Usage

No more than one (1) person may ride the elevator at a time and should only be used by those with a physical need.

Each stairwell on campus will be restricted as to direction of traffic and usage and will be marked accordingly with signage.

G. Restrictions on Shared Objects

Sharing of equipment is discouraged to the maximum extent possible. Use of equipment, supplies, and other objects, including but not limited to books, games, learning aids, cameras and art supplies, must be limited to an individual student to the fullest extent possible and not shared among multiple students. To the extent these items are used by more than one student, the item will be cleaned and disinfected between each student's use by the teacher.

Students are required to carry all of their belongings with them as students move about campus and should therefore only bring to school those materials that they need each day.

PE uniforms will not be used this school year, and students will participate in PE activities in their school uniforms. Locker rooms will not be available for students to change for PE.

H. Restrooms

No more than two (2) people at a time are permitted in a multiple-stall restroom, unless otherwise unavoidable; and no more than one (1) person at a time is permitted in a single-stall restroom. Students must wash their hands for at least twenty (20) seconds prior to leaving the restroom and are encouraged to use a paper towel or tissue to open and close the restroom door when exiting.

Students are expected to follow these health and safety guidelines at all times while at school. Students who do not adhere to these policies may create a dangerous environment for themselves and others.

7. COVID-19 Student Return to School Policy

A student who has been exposed to, been diagnosed with, experienced symptoms of, or tested positive for the COVID-19 virus will be required to quarantine away from school and attend via remote learning. GSL's 2020-2021 School Year Reopening Plans may be found on GSL's website: <https://www.gslschool.org/about-gsl/gsl--covid-19-updates/> GSL will allow a student to return to campus only after it determines that the student is unlikely to pose a direct threat to the health and safety of the rest of its community. The timelines referenced below are consistent with guidelines issued by the CDC at the time of the publication of this Handbook.

A. **Mandatory Quarantine from School/Timelines for Return to School from Quarantine**

1. **Symptomatic Students**

A student with a COVID-like illness (one "high-risk" or two or more "low-risk" symptoms) should be assessed by a physician and tested for COVID-19 (as well as influenza, RSV, group A *Streptococcus* depending on the signs and symptoms).

- If the test is negative, or another pathogen is identified and the person is not a contact of a COVID case, then he or she can return to school when symptoms have improved and afebrile for ≥ 24 hours.
- If the test is positive or no test is done (and no other pathogen identified), the student must stay home for minimum of 10 days and be afebrile with improving symptoms for ≥ 24 hours.

A student with an illness that is unlikely to be COVID-19 (single "low-risk" symptom resolving in 24-48 hours or non-infectious diagnosis e.g. migraine, allergies) may return to school when symptoms have improved and afebrile for ≥ 24 hours. However, if the student was in close contact with an individual known to have COVID-19, the student should be evaluated by a medical professional and tested to determine if the student can return to School or if the student requires isolation.

2. **Asymptomatic Students**

Anyone who is a contact of a known case of COVID must be isolated at home for 14 days from the date of last potential exposure to the COVID case. If there is ongoing exposure to the case in the household then the date of last potential exposure is 10 days after the onset of symptoms of the COVID case.

- If the student develops symptoms during this 14-day period, he or she should continue isolation for 10 days beyond the day of onset of symptoms and have improving symptoms for ≥ 24 hours and no fever.

- If anyone in the household develops symptoms of COVID during the 14-day isolation period, then the start date of the isolation period resets to the first day of symptoms for that contact and must continue for 10 days after that exposure (see section on symptomatic with likely COVID).
- If the student remains asymptomatic during this 14-day period, testing for COVID is not recommended as the best timing for such a test is unknown and a negative test would not shorten the period of isolation.

Anyone who has not been exposed to a COVID case and is asymptomatic is not required to be tested.

Students are required to receive clearance from the Health Department, but not from a physician, to return to school when the isolation period has ended. GSL will monitor absences and dates of isolation to approve the student's return to campus.

GSL adopts Le Bonheur Children's Hospital and the University of Tennessee Health Science Center (UTHSC) algorithms for return to school; see Appendix C.

8. COVID-19 Travel Policy

In order to best protect the GSL community, the School asks that parent(s)/caregiver(s) and students carefully consider how they conduct themselves outside of school, making sure that they do not unnecessarily expose themselves to the COVID-19 virus. This includes travel.

Because travel poses unique risks, including spending time in security lines, in cabins where social distancing is not possible, in vehicles that may have previously driven other contagious individuals, and in enclosed areas with poor air circulation, your risk of exposure to COVID-19 during such travel increases. Until further notice, for the 2020-2021 school year, all school related field trips and group travel are cancelled.

A. Restricted Travel

Effective August 1, 2020 and continuing for the entire 2020-2021 school year, students who travel under the following circumstances will be required to “quarantine” away from school for 14 days after their return from such travel:

- Travel by common carrier, including airplane, train, or bus;
- Domestic travel to a location with a spike in COVID-19 cases (defined by the CDC as reporting 5,761 cases or more in the previous 7 days); and
- International travel

If parent(s)/caregiver(s) make plans to travel that meets one or more of the categories listed above (“Restricted Travel”) during the 2020-2021 school year, you must notify your child’s Division Head of those travel plans at least two (2) weeks in advance. Upon return from travel, you must notify your child’s Division Head via email to confirm the date of your return in order to calculate the beginning of the quarantine period and complete a Student Travel Questionnaire to determine that you may safely return to campus. This questionnaire should be completed twenty-four (24) hours prior to the end of your quarantine and return to campus.

B. Unrestricted Travel

If you travel by means other than those listed above (“Unrestricted Travel”), parent(s)/caregiver(s) will also be asked to complete the Student Travel Questionnaire regarding your trip at least one (1) week in advance, or as soon as possible. At this time, Unrestricted Travel includes travel by car and overnight stays in a hotel, motel, or rental property. The information provided in the Student Travel Questionnaire will be considered in GSL’s decision as to whether a student must “quarantine” away from school for a period of time before your return to campus.

GSL notes that this Policy, and the mandatory quarantine period, will be enforced for all travel, including travel done over weekends and holiday breaks.

9. Acknowledgement of Receipt

I acknowledge that I have received a copy of GSL's COVID-19 Parent/Student Handbook. I understand that this Handbook contains important information about the School's policies and procedures related to COVID-19, and I have read it and understand its contents and that the policies in it apply to me. I understand that this Handbook does not constitute an express or implied contract or give students or parents/caregivers any enforceable contractual rights and that the School may change these policies and protocols at any time.

Printed Name of Student: _____

Student Grade: _____

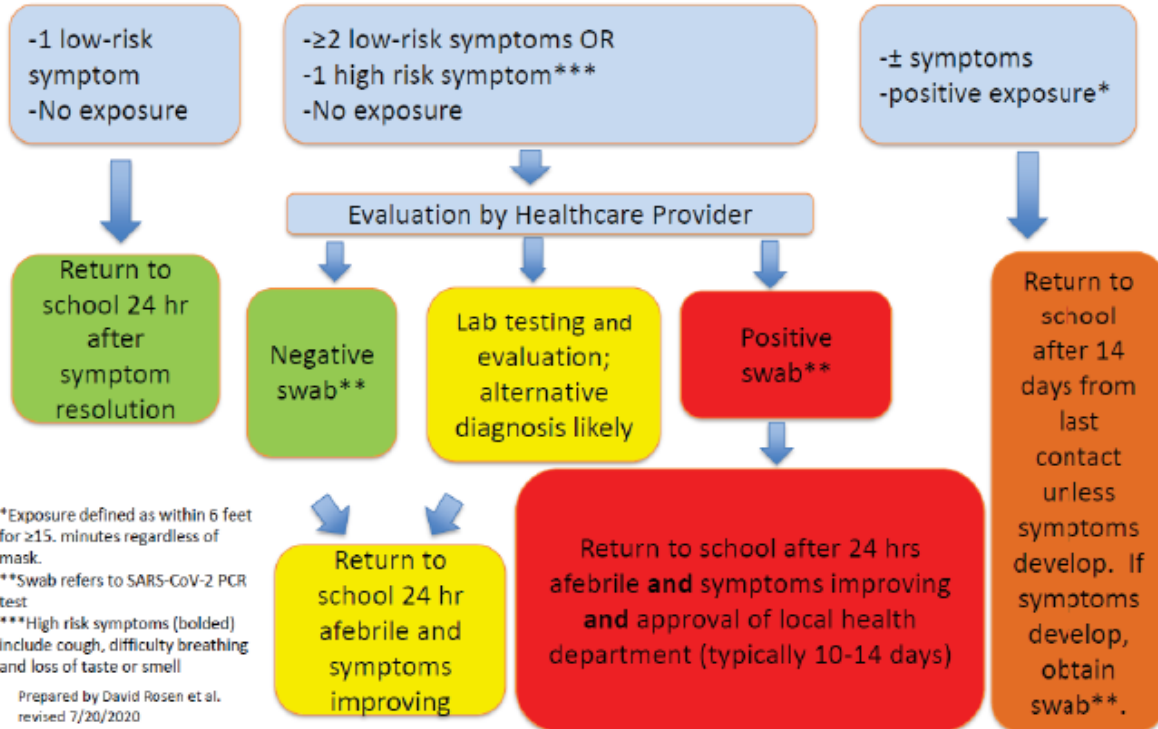
Printed Name of Parent/Guardian

Signature of Parent/Guardian

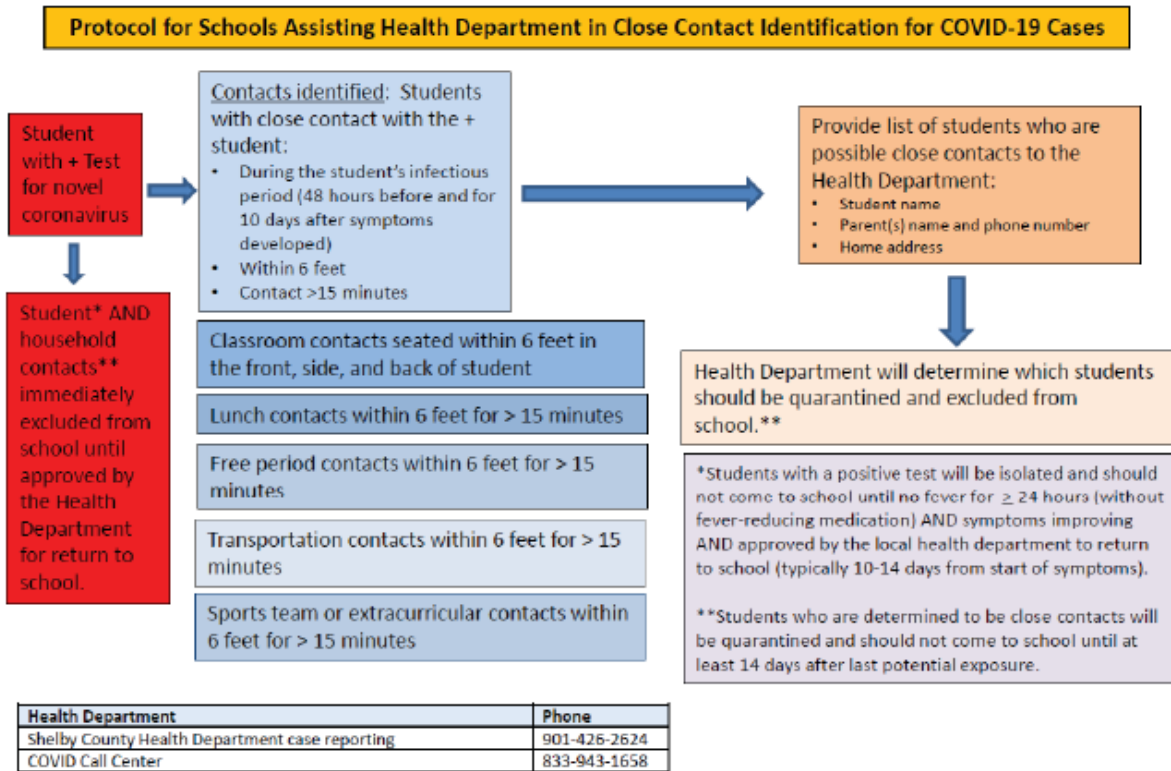
Date

Appendix A

School Nurse Algorithm: Screen all students for potential COVID-19 symptoms or exposure: Any new **fever, cough, difficulty breathing, loss of taste/smell, fever ($\geq 100.4^{\circ}\text{F}$), congestion/runny nose, nausea/vomiting/diarrhea, sore throat, headache, myalgia, or exposure*** to COVID-19 positive person?



Appendix B



Prepared by Rachel Orscheln, revised- 7/20/2020

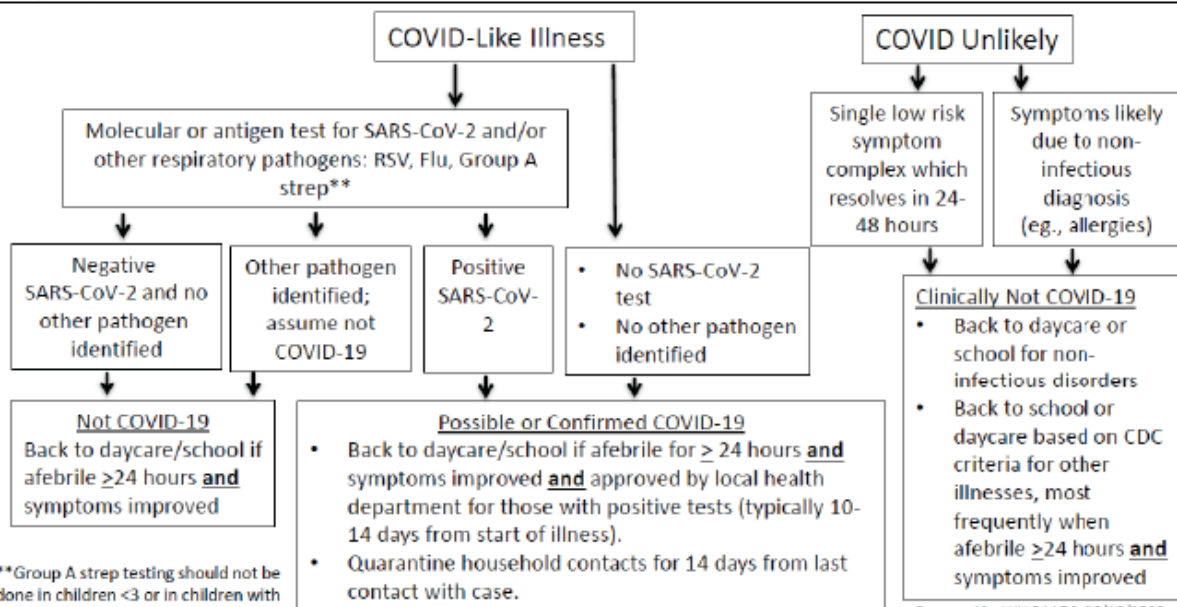
08.21.2020 Please note that the definition of close contact is updated to within 6 feet for 10 minutes or more.

Appendix C

Assessing for COVID-19 in children with symptoms of illness & no known exposure: Consider SARS-CoV-2 for the patients with a single high-risk symptom or 2 or more low risk symptoms (note: symptoms grouped together are considered a single symptom).

*High risk symptom based on specificity, seriousness, or risk for spread of SARS-CoV-2. Clinicians may elect to test with one low risk symptom due to high clinical suspicion and/or testing readily available.

High Risk*	Low Risk
<input type="checkbox"/> Fever/chills/rigors <input type="checkbox"/> Cough <input type="checkbox"/> Shortness of breath or difficulty breathing <input type="checkbox"/> New loss of taste or smell	<input type="checkbox"/> Headache <input type="checkbox"/> Myalgias <input type="checkbox"/> Sore throat <input type="checkbox"/> Runny nose/congestion <input type="checkbox"/> Nausea/vomiting/diarrhea



**Group A strep testing should not be done in children <3 or in children with significant respiratory symptoms

Prepared by WU PAARC, 06/18/2020
revised 7/20/2020