



St. Andrew's Episcopal School **Overview of COVID-19 Policies and Procedures**

COVID-19 ILLNESS POLICY

Please do not send your child to school if s/he, or anyone in your household, has symptoms associated with COVID-19, which may include the following: fever, chills, cough, shortness of breath, difficulty breathing, fatigue, muscle or body aches, new loss of sense of smell or taste, sore throat, congestion, runny nose, nausea, vomiting, or diarrhea.

Please immediately report to SAES if you, your child, or anyone in your home has been exposed to COVID-19, is presumed to have COVID-19, or is known to have COVID-19.

In the event that a student or staff member has a known exposure to COVID-19, we will perform appropriate contact tracing and inform anyone who came into contact with the student or staff member so that they can get a COVID-19 test. Before a child or staff member who has had a known exposure to COVID-19 may return to school, s/he must provide the results of a negative PCR COVID-19 test.

In the event that a student or staff member is diagnosed with COVID-19, we will perform appropriate contact tracing and inform all families in the classroom community of the positive case. We will also close the affected classroom for 10 days or an amount of time dictated by current CDC guidelines. Before a child who has been diagnosed with COVID-19 may return to school, s/he must be symptom-free for 48 hours and must provide a doctor's note stating that s/he is virus-free and eligible to return to school. Before an adult who has been diagnosed with COVID-19 may return to school, s/he must be symptom-free for 72 hours and have negative results from two COVID-19 tests. *Any communications to families regarding health alerts will be compliant with HIPAA requirements.*

Please keep your child at home if s/he has symptoms of any illness (see SAES Family Handbook for more detailed information on the SAES illness policy).

DROP-OFF & PICK-UP PROCEDURES

- Due to COVID-19, early drop-off is not available at this time.
- Parents and/or caregivers will not be allowed on campus at this time.
- Toddler drop-off & pick-up will occur at the Toddler playground gate.
 - Toddler 1 drop-off is at 8:30am and pick-up is at either 12:30pm or 2:30pm.
 - Toddler 2 drop-off is at 8:45am and pick-up is at either 12:45pm or 2:45pm.
- Early Childhood drop-off & pick-up will occur at the Early Childhood playground gate.
 - Downstairs EC drop-off is at 8:30am.
 - Upstairs EC drop-off is at 8:45am.
 - Downstairs EC pick-up is at 12:30pm or 2:30pm.
 - Upstairs EC pick-up is at 12:45pm or 2:45pm.
- When your child arrives at school, a staff member will take your child's temperature and ask that you answer a few short questions before your child enters the school.



DAILY ROUTINE

- All teachers and staff members will wear masks during the school day.
- All Early Childhood students will be asked to wear masks during the school day. We recommend that you have your child wear his/her mask on a lanyard. We also ask that you send your child to school with a clean mask each day.
- All Toddler students will have the option of wearing a mask during the school day.
- All children must bring their own reusable water bottle each day. You must clean your child's water bottle at home before your child brings it back to school.
- All children must bring their own snack and lunch each day. Please send your child's lunch in disposable containers or agree to sanitize your child's lunch kit each day.
- We will store nap mats in a way that ensures that they do not touch each other. Each family must take their child's nap mat home for laundering at the end of each week.
- We will sanitize all playground equipment between uses.
- We will take extra steps to ensure that classroom surfaces and materials are sanitized throughout the day.