A guide for the St. Andrew’s community, which utilizes information, guidance, and directives from the CDC, state and local Health Departments, community standards, and expert advisors.
INTRODUCTION

The health and safety of St. Andrew’s families and employees is of the utmost concern. During the time period of the Covid-19 pandemic, enhanced health and safety policies and procedures will be implemented throughout the school day to mitigate potential risk involved with attending school in person for work and educational purposes.

Community partnership, compliance, and support are necessary to help keep our community safe. Students and employees who do not comply will not be allowed to participate in on-campus learning.

This document utilizes information, guidance, and directives from the CDC, state and local Health Departments, community standards, and expert advisors, and will serve as a guide for our SAES community.

This document will be updated as public health data and guidance and internal health and safety protocols evolve throughout the school year.

COMMUNITY MEMBERS AT HIGH RISK FOR SERIOUS HEALTH PROBLEMS FROM COVID-19

Students and employees who may be at higher risk for serious health problems should talk with their primary care provider and determine if it is safe for them to return to in-person learning on the SAES campus. Students who are unable to return to in-person learning will be provided the opportunity for distance learning. Please refer to the CDC webpage that outlines people who are at increased risk for severe illness.
All students and employees are required to submit a daily health screening prior to arrival on campus each day. This should be done before 8 a.m. Community members will be required to download the new Magnus Health App, which is the same platform used to submit yearly health information. Daily health screenings will include a mandatory temperature documentation (must be below 100.4), responding to a series of questions based on signs and symptoms of Covid-19, and questions regarding family health and contact of anyone who has tested positive for Covid-19 or is considered “presumptive positive” without testing. Based on the answers, you will either be designated “green” (you may come to school) or “red” (you are required to stay home and call the nurse for guidance). The results of the answers can be seen by the school nurses on campus.

**Upper School and Middle School students** will be required to print and carry a copy of the day’s screening or show a screenshot of the screening upon entry into the school building. A student who does not present their daily screening prior to arrival will be sent to an outdoor area to call a parent or guardian. A parent or guardian must then accompany the student for the temperature check and to answer the screening questions.

**Lower School (Kindergarten through Fifth Grade) families** will be required to show a printed copy or screenshot of the daily screening to the designated carpool monitor, through the car window, prior to letting their student exit the vehicle. Any family who has not completed the self-screening process will be required to park their car, walk their student to a screening area where a thermometer can be utilized, and complete the screening process.

**Preschool families** will be required to park their car, walk their student to the designated arrival area and show their screening responses, via a hard copy or screenshot, then have their student’s temperature retaken by a staff member. Parents should bring their own thermometer from home. The second temperature check, upon arrival at school, is required per the Office of Child Care regulations.

**Any student or employee who has not completed the screening will not be allowed to remain on campus.**

Students who complete the health screening but arrive at school looking or feeling unwell will be referred to the school nurse for further screening.
Wearing cloth face coverings help prevent the spread of Covid-19 and is required for all students (over the age of 2), visitors and employees when on the SAES campus. Families are required to provide cloth face coverings for their child/children. Face coverings with valves and loose/hanging bandana style coverings will not be permitted. Face coverings must fit snugly over the nose and mouth. Students and employees should pack back-up face coverings for times when their mask is misplaced or soiled. Face coverings should be labeled with the student’s name. Families are encouraged to have their children practice putting on and wearing face coverings, for an extended period of time, in preparation for the school year. Face coverings will be mandatory upon arrival on campus, in the classroom, during hallway travel, and when leaving campus.

Upper and Middle School students and employees will be required to wear face coverings throughout the school day. Face covering may only be removed to eat or drink.

Lower School students and employees will be required to wear face coverings throughout the school day. Face covering may only be removed to eat or drink.

Preschool students will be encouraged to wear face coverings as much as possible and as developmentally appropriate. It is mandatory for preschool students to wear their face coverings upon arrival to school, during hallway travel and when departing school.

Any SAES community member who is unable to wear a cloth face covering due to a diagnosed medical condition will be required to participate in distant learning.

Small bags, labeled with each student’s/employee's name, will be supplied. A student/employee will be directed to put their face covering in this bag during a time when their face covering can be removed.
All students who sign up for the optional bus transportation service will be required to wear a cloth face covering for the duration of the bus ride. Masks must be in place, covering both the nose and mouth, prior to boarding the bus. Students will be required to apply hand sanitizer as they board the bus. Siblings will be required to sit together.

Parents/Guardians are required to remain at the bus stop until their child has been approved to board the bus. A student who has been flagged “red” on their screening or any student who has not completed screening prior to arrival at the bus stop (since a temperature reading is mandatory) will not be permitted to board the bus.

Bus drivers will not have thermometers. Students will only be permitted to board the bus they are officially assigned to. Students will not be permitted to change bus routes. Students who have not complied with the health and safety protocols may have their bus privileges revoked.

All families will be required to show verification of their child’s/children’s daily health screening to the bus driver prior to boarding the bus. This can be done through a printout of the screening verification or by presenting the screening results on a phone or smart device.
Upper and Middle School students will not be permitted on campus prior to 8:30 a.m. each morning. Students will show their completed daily screening to a designated SAES employee at the entrance of the school. Middle School students will use the Middle School door to enter the building. Upper School Students will enter through the front doors. Once on campus, students will be required to maintain social distancing and go directly to their designated location. Students will not be permitted to congregate in the hallway or in the Student Center. Students who are enrolled in a class that starts prior to 8:30 a.m. will be met at the main front doors by an SAES employee. Once that student has shown their completed daily screening they will be allowed into the building and must proceed directly to their classroom.

Lower School students are required to adhere to their designated carpool drop off time in order to allow for physical distancing. Families should have their health screening verification ready to present to a designated SAES employee in order to prevent back ups in the carpool line. Parents and guardians are required to keep their student(s) in the car, until clearance verification is shown to the carpool monitor and the carpool monitor indicates the student may exit the vehicle.

Preschool families will be required to park their car, walk their student to the designated arrival area and show their screening responses, via a hard copy or screenshot, then have their student’s temperature retaken by a staff member. Parents should bring their own thermometer from home. The second temperature check, upon arrival at school, is required per the Office of Child Care regulations.
Middle and Upper School students will wait in their designated classroom or at an outdoor location until they are texted by their carpool driver that they have arrived on campus. Once alerted that their carpool ride has arrived, students will be dismissed to walk to the front circle for pick up.

Lower School students are required to adhere to their designated carpool pick up time in order to allow for physical distancing. Students will be dismissed from their classroom when their ride arrives.

Preschool parents are required to park in the circle, wear a face covering and walk to pick up their child at the main entrance, then walk their child to the car. Carpool staff will not walk preschool students to their car and will not assist students into their vehicle.
GROUPING STUDENTS

Middle and Upper school students will be given an in-person school day cohort. They will rotate weekly, one week in-person learning and one week distance learning based on their cohort. Students will follow their daily schedule whether in person or from home. Students will not be permitted to shift between their designated weekly cohort. Students will have staggered dismissal from classrooms to prevent hallway crowding. Employees will be monitoring the hallway during transition time to ensure distancing and to prevent crowding.

Elementary students will be grouped into grade level cohorts to reduce the number of interactions throughout the building. This is especially important for our younger learners who may have a more difficult time keeping their face covering on throughout the school day, even though this will be encouraged. Students will remain within their designated cohort throughout the school day, including at lunch, during recess and outdoor play, and during specials classes. Students will remain in their classroom for all curricular activities except when teaching can be accomplished outdoors.

Preschool students will be grouped in cohorts to comply with mandated guidance from the Office of Child Care. Students will remain with their designated cohort throughout the school day, including during recess and outdoor play. Playground usage will be designated and rotated for each cohort daily. Students will remain in their classroom for all curricular activities except when teaching can be accomplished outdoors.
CLASSROOM SPACES WERE EVALUATED AND CLASSROOM LAYOUTS HAVE BEEN MODIFIED TO ENSURE 6 FEET OF DISTANCING BETWEEN DESKS AND WORK SPACES. ALL DESKS WILL FACE THE SAME DIRECTION, INCLUDING THE TEACHER’S DESK. TEACHERS WILL TEACH FROM THE FRONT OF THE CLASSROOM, MAINTAINING 6 FEET OF SOCIAL DISTANCING. CERTAIN COMMUNAL SPACES, WHERE MAINTAINING PHYSICAL DISTANCING IS DIFFICULT, WILL BE CLOSED (LOCKER ROOMS, COMMUNAL DINING AREAS, FACULTY LOUNGE ETC.).

STUDENTS IN K-12 CLASSROOMS SHOULD NOT PARTICIPATE IN MOVEMENT BREAKS WITHIN THE CLASSROOM THAT INVOLVE ACTIVITIES THAT INCREASE BREATHING AND EXHALATION (JUMPING JACKS, JUMPING, DANCING, CALISTHENICS). THOSE ACTIVITIES SHOULD BE RESERVED FOR OUTDOORS.

WATER FOUNTAINS WILL NOT BE IN USE. ALL STUDENTS WILL BE REQUIRED TO CARRY THEIR OWN WATER BOTTLE THROUGHOUT THE SCHOOL DAY. FILLING STATIONS WILL BE AVAILABLE TO REFILL WATER BOTTLES. STUDENTS WILL BE REQUIRED TO BRING THEIR WATER BOTTLES HOME EACH DAY FOR CLEANING. TEACHERS AND STAFF WILL STAGGER STUDENT OCCUPANCY IN HALLWAYS AND BATHROOMS.

PHYSICAL DISTANCING GUIDES (LION PAW PRINTS, ARROWS, AND SIGNAGE) WILL BE UTILIZED TO ASSIST WITH HALLWAY FLOW AND SOCIAL DISTANCING. PHYSICAL DISTANCING MUST BE MAINTAINED IN HALLWAYS, STUDENTS WILL WALK ON THE FAR RIGHT SIDE OF THE HALLWAY. STUDENTS MUST NOT STOP WHEN MOVING BETWEEN CLASSES AND SHOULD NOT SHAKE HANDS, HIGH-FIVE OR REACH OUT TO STUDENTS THEY ARE PASSING IN THE HALL. SOME STAIRWELLS WILL BE DESIGNATED AS ONE-WAY STAIRWELLS.

DESIGNATED EMPLOYEE WORK SPACES, WHERE PHYSICAL DISTANCING IS MORE DIFFICULT TO ACCOMPLISH, WILL HAVE PLEXIGLASS TYPE BARRIERS INSTALLED TO PROVIDE AN ADDED LAYER OF PROTECTION. SOME COMMUNAL OFFICE SPACES WILL BE RELOCATED TO PROVIDE FOR PROPER SOCIAL DISTANCING.

AREAS SUCH AS CONFERENCE ROOMS, BATHROOMS, AND OTHER COMMUNAL SPACES WILL HAVE MAXIMUM OCCUPANCY MARKERS.

MOVEMENT BETWEEN BUILDINGS ON CAMPUS SHOULD BE LIMITED. LOWER SCHOOL STUDENTS, FACULTY AND STAFF SHOULD CONTAIN MOVEMENT WITHIN THE LOWER SCHOOL BUILDING WHEN POSSIBLE. A DESIGNATED MAINTENANCE STAFF WILL SERVICE THE LOWER SCHOOL BUILDING.

KIPLINGER STAFF MEMBERS SHOULD CONTAIN MOVEMENT WITHIN THEIR OFFICE BUILDING WHEN POSSIBLE. MIDDLE AND UPPER SCHOOL STUDENTS, FACULTY AND STAFF SHOULD CONTAIN MOVEMENT WITHIN THE MAIN BUILDING WHEN POSSIBLE. MIDDLE AND UPPER SCHOOL STUDENTS ARE NOT ALLOWED TO ENTER THE LOWER SCHOOL BUILDING OR KIPLINGER. THE STUDENT CENTER SHOULD ONLY BE UTILIZED BY THOSE INDIVIDUALS WHO HAVE BEEN ASSIGNED WORK OR CLASSROOM SPACES WITHIN THAT BUILDING.
FIELD TRIPS & LARGE GROUP GATHERINGS

All off campus field trips will not be permitted. All large group events on campus events will be postponed.

Any group activity on campus must be able to maintain 6 feet of physical distance, take into account the cohort involved in the gathering, and be held outdoors if possible. Groups of students should be broken into smaller groups (no larger than their homeroom or advisory group).

Employee, faculty and staff meetings must occur virtually when social distancing is not possible.

Any SAES community member who partakes in a large group gathering (greater than 10 people), off campus, must quarantine for 3 days post gathering, test for COVID-19 (PCR test) after day 3, and obtain a negative COVID-19 test result or self-quarantine for 10 days.
Lunch options will be Grab-and-Go style with a variety of hot and cold options. Students in both the Upper and Lower School buildings will filter through the lunch room, choose lunch items and return to designated classroom or outdoor spaces to eat lunch. Students will be given a plastic bag to help carry the variety of lunch items. Each student will use the plastic bag to dispose of their lunch waste. A trash receptacle will be positioned in the hallway for trash disposal.

Disinfecting wipes will be available in each classroom space in order to wipe down desks after lunch. A separate wipe should be used to clean each desk.

A student may choose to bring their own lunch from home. No refrigeration or reheating of food items will be available.

The campus will have a no food sharing policy. Students should not share food from home amongst their friends. Home baked goods and treats will not be allowed for celebrations or bake sales.

We ask that students do not bring items that contain nuts or peanut butter in their lunches.

Per the OCC policy for preschool students, refrigeration of lunch boxes will continue in the Lower School refrigerator. Each student will have a labeled, large, ziplock bag. A student’s lunchbox, brought from home, will be placed in this labeled bag prior to going into the shared refrigerator.

See page 34 for more information about lunch service.
Hand hygiene is very important during the school day and particularly important during the Covid-19 pandemic to help prevent the virus from spreading. Hand washing routines will be increased when on campus.

In the Lower School building, handwashing will be carried out at scheduled times throughout the day. Important times of the day to wash hands are prior to eating, after using the restroom, after playground play, after blowing your nose or coughing/sneezing, and after touching items in a public space that could have been touched by multiple people. Preschool students will be required to wash their hands, in their assigned classroom, upon arrival to school.

Elementary, Middle, and Upper School students will be required to apply hand sanitizer upon entering the school building and when entering their specified dining area. Hand sanitizer will be available in various Lower School classrooms, where appropriate, and in each Middle School and Upper School classroom. Hand sanitizer dispensers will also be positioned in hallway locations. Teachers and employees will encourage hand washing and the use of hand sanitizer throughout the school day. The CDC guidance on hand washing will be posted in all campus bathrooms and will be reviewed with students at the beginning of the school year.

Instruction will be given to students to help prevent the spread of germs. Instruction includes using a tissue when coughing or sneezing, then disposing of the tissue in the trash. If a student does not have a tissue, they will be shown how to properly cough or sneeze into their elbow. After a student blows their nose, coughs or sneezes into a tissue or their elbow, they will be taught to wash their hands properly.

All HVAC systems campus wide have been evaluated to meet the stringent standards to prevent the spread of Covid and other viruses. Air handling systems in the Lower School along with the Student Center are the newest of the school’s HVAC systems. They utilize a system that provides constant fresh clean air by the use of dedicated units. The Main Building utilizes an economizer system, which is similar to the dedicated air units to bring fresh air into the building. All buildings will utilize MERV 11 and greater rated filters to prevent the spread of viruses. Windows in Kiplinger, Middle and Upper School will be opened, in order to increase ventilation within rooms.

The Kiplinger building and select locations in the Main building will have air ionizers added to help clean and filter air in locations that don’t have direct fresh air from windows.
**Preschool and Lower School students** will have personal supplies for daily classroom use, labeled and at their workstation. Shared manipulatives have been decreased in the classroom. Those that are shared will be wiped down between student use. Preschool toys in the classroom will be rotated. Toys that have been utilized will be cleaned and disinfected (between use if they can be wiped down or set aside in a designated location for end of day cleaning, disinfecting, sanitizing, depending on material). Preschool teachers will follow the OCC guidelines for this process. Toys and other non essential items from home will not be permitted.

**Middle and Upper School students** will carry their daily materials via their backpacks. Shared materials in the classrooms will be limited. Shared materials will be wiped down with disinfecting wipes between classes.


LOCKERS AND LOCKER ROOMS

Student lockers will not be utilized. Fifth grade will not change prior to physical education. Upper and Middle School students will be required to carry their daily supplies with them via backpack.

All locker rooms will be closed to students. Employee locker rooms will be limited to two people at a time, individuals must wear their face covering for the duration of the time they are in the locker room.

DRESS CODE

The dress code for all students/employees has been relaxed to accommodate for closed locker rooms and increased outdoor time. Please refer to the student/employee handbook for complete details.

CHORUS/BAND/DANCE

Chorus and singing classes will be temporarily suspended. No woodwind, brass or recorder instruments will be utilized at this time. If band practice takes place, it must be held outdoors while maintaining over 6 feet of social distance between individuals. Dance classes must be held outdoors, maintaining 6 feet of social distance between individuals. Performances will only be held virtually.

PHYSICAL EDUCATION

All Physical Education (PE) classes must take place outdoors. All students must maintain greater than 6 feet of distance between other individuals. Equipment must not be shared.

ATHLETICS

Students and coaches will follow the health and safety procedures as described in the Athletics Health and Safety Policies & Procedures (See Appendix, page 41).
SIGNS OR SYMPTOMS OF COVID-19

Students or employees who exhibit any one of the following signs or symptoms of COVID-19 will be isolated in one of the health rooms:

- cough
- shortness of breath
- difficulty breathing
- new loss of taste or smell
- fever of 100.4 or higher
- chills or shaking
- muscle aches
- headache
- sore throat
- nausea, vomiting, or diarrhea
- fatigue
- congestion or runny nose

Once in the health room a student will continue to wear their face covering. If determined to be medically stable, a student will remain isolated in the health room until the parent/guardian arrives. The parent/guardian must call the health room upon arrival and the student will be walked to the vehicle. Parents/guardians will not be permitted into the health room. A parent or guardian MUST pick up an ill student from school within an hour from when they are contacted. If you know you will not be able to do so, you must have arrangements in place, prior to the beginning of the school year, for another friend or family member to pick your child up from school if necessary. Symptomatic students are not allowed to go home via an Uber or other similar rideshare company. The health room will remain closed after the student leaves until the area is cleaned and disinfected.

Students with similar viral symptoms may be isolated in the same health room, while masked and maintaining at least 6 feet of distance.

Once a student with viral symptoms is isolated in the health room, all routine first aid and daily medication administration will be rerouted to another location such as the athletic training room or an administrator's office.

A person with one new symptom not meeting the definition of COVID-19-like illness will be excluded from school. The person may return to school if the have been symptom free for 48 hours (or if improving congestion). All criteria must be met for any communicable diseases. If a person develops symptoms of COVID-19-like illness, they must follow the process for person with COVID-19-like illness.

Any employee, student, or family who has been tested, and is awaiting results, must not return to campus until cleared by the school nurse.
COVID-19-LIKE ILLNESS

PROCEDURE FOR A STUDENT OR EMPLOYEE WITH COVID-19-LIKE ILLNESS

SAES will follow the Maryland Department of Health guidance for a student or employee who presents with a Covid-19-like illness. A Covid-19-like illness is defined as any one of the following: cough, shortness of breath, difficulty breathing, new loss of taste or smell, OR at least two of the following: fever of 100.4 or higher (measure or subjective), chills or shaking chills, muscle aches, sore throat, headache, nausea, vomiting, diarrhea, fatigue, and congestion or runny nose. The student/employee will be isolated (if during the school day). The student/employee will be referred to their healthcare provider for Covid-19 testing/evaluation. Close contacts of this ill community member should quarantine during this time.

If the community member tests positive or does not get tested, they will follow the procedure below for someone who has a confirmed case of Covid-19. Under these circumstances the close contacts will be required to stay at home for 14 days while they monitor for symptoms.

If the ill student has a negative COVID-19 test, they will be required to stay home for 48 hours once symptom free. Close contacts will then be allowed to return to school as long as they are symptom free.
PROCEDURES FOR SOMEONE WHO HAS A CONFIRMED CASE OF COVID-19

Any student or employee who has been diagnosed with Covid-19 is required to notify one of the school nurses, whether we are in person learning, hybrid learning, or distance learning. Once notified of a confirmed case of Covid-19, SAES may implement a school/building closure (possible schoolwide, Kiplinger, Upper/Middle School building and/or Lower School building closure). During this time period the school will be deep cleaned and all learning will continue via a virtual model. The school nurses will work with the health department to plan for a possible prolonged closure if necessary, and to assist with contact tracing of students and employees who are deemed close contacts of the individual who tested positive.

The school community will be notified of a confirmed case of Covid-19, maintaining privacy of the identity of the individual. Those who are identified as a close contact of the individual will be notified via a phone call from a health department employee or a school nurse. All close contacts of the confirmed case are required to remain at home until a 14-day quarantine, self-monitoring period is completed. The name of the confirmed case will not be released. A close contact is defined as someone who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period* starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.

The length of closure and the location of the closure (a classroom, a building, the entire campus) will ultimately be determined by the Health Department. The closure could be longer or shorter than the previously stated time period, depending on the specific case. St. Andrew’s reserves the right to extend and expand closure, and to implement closure prior to the direction given by the local health department.

*Individual exposures added together over a 24-hour period (e.g., three 5-minute exposures for a total of 15 minutes).
RETURNING TO SCHOOL AFTER HAVING CONFIRMED CASE OF COVID-19

An SAES community member may return to campus, after a Covid-19 diagnosis, once they have been cleared by their healthcare provider or the Health Department. The individual must meet the following criteria: at least 10 days since symptoms first appeared AND at least 48 hours without a fever (without the use of fever reducing medications), AND symptoms have improved.
ROUTINE FIRST AID, SCHEDULED DAILY MEDICATION, PRN MEDICATION

Lower School — Any routine first aid care (minor scrapes, superficial cuts, nose bleeds, small bruises, etc) will be taken care of by the homeroom teacher when the Health Room is being utilized to evaluate a student who has symptoms of a virus/Covid-19 or during post treatment healthroom disinfection. Classroom teachers will have basic medical supplies in their classroom, a mobile first aid cart will also be available for use. If a student is treated by an employee other than the school nurse, a parent will receive an email from that employee instead of a treatment note through the Magnus Health system. All Lower School classroom teachers have received basic first aid and CPR training.

Only prescribed, daily medications will be distributed during the school day. Medications that can be given outside of school hours should be given at home. If the Health Room is “closed” when a nurse is treating or evaluating a student with viral/Covid-19 symptoms, a regularly scheduled medication will be administered outside of the Health Room by another SAES employee (other school nurse, athletic trainer, school administrator). The daily dose of medication will be checked and prepackaged in an individual medication envelope by the school nurse, when deemed necessary. Confidentiality will be maintained.

Asthma rescue medication must be administered via an inhaler or an inhaler with a spacer, as prescribed by your healthcare provider. Nebulized medications will not be given at school due to the increased risk of airborne aerosolized particles. Please speak with and inform your provider of this new policy if nebulizer treatments are prescribed.

Middle and Upper School students will be encouraged to perform self care for minor first aid incidents (minor scrapes, superficial cuts, nose bleeds, small bruises, etc). Classroom teachers will have basic medical supplies available, there will be a mobile first aid supply station located outside of the Health Room. The Health Room will not be utilized for students who need to rest if feeling tired or not feeling well. If a student cannot remain in class, they will be sent home.

Only prescribed, daily medications will be distributed during the school day. Medications that can be given outside of school hours should be given at home. If the Health Room is “closed” when a nurse is treating or evaluating a student with viral/Covid-19 symptoms, a regularly scheduled medication will be administered outside of the Health Room by another SAES employee (other school nurse, athletic trainer, school administrator). The

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daily dose of medication will be checked and prepackaged, in an individual medication envelope, by the school nurse, when deemed necessary. Confidentiality will be maintained.

Asthma rescue medication must be administered via an inhaler or an inhaler with a spacer, as prescribed by your healthcare provider. **Nebulized medications will not be given at school due to the increased risk of airborne aerosolized particles.** Please speak with and inform your provider of this new policy if nebulizer treatments are prescribed.

During the time period of the pandemic, the school nurse will not routinely dispense PRN (as needed) acetaminophen (generic Tylenol), ibuprofen (generic Motrin or Advil), Tums, or cough drops during the school day. Any student who is feeling unwell, has a headache, sore throat, cough, body aches, nausea, abdominal pain or extreme fatigue will be sent home. Students who have a documented migraine headache plan, dental pain from orthodontics, pain from a documented injury, or menstrual cramps, are able to receive PRN medications if needed and if appropriate medication authorization form is on file.
DAILY MEDICATION AND EMERGENCY MEDICATION DROP-OFF PROCEDURE

Families are required to make an appointment to drop off any medication (daily or emergency) that will be kept in the Health Room during the school year. The school nurse will notify parents when medications can be delivered to the health room. An appointment must be made prior to the start of in-person learning to ensure proper social distancing between families and health room staff. A student is not allowed to come to school if medication has not been received prior to returning to school. No appointments for medication drop off are allowed the first week of school or during the school day. Families must call or email one of the school nurses to schedule a medication drop off appointment.

MENTAL AND EMOTIONAL SUPPORT

Our school chaplains and the School Counselor are available to offer support for students, employees and SAES families. Please contact Reverend James Issacs, Reverend Sally Slater or Robin Foreman, M.Ed., LCPS for support or guidance.

PPE FOR NURSES AND EMPLOYEES

Nurses will wear a cloth face covering or surgical mask along with a face shield throughout the day and during all student and employee interactions in the health room. At the nurses discretion, additional PPE (including an N95 or KN95 mask, gown, shoe covers, hair coverings, gloves) will be donned if warranted.

Employees are required to wear a cloth face covering throughout the school day. Employees will be supplied a face shield per request. Gloves will be available in each classroom for use when cleaning/disinfecting high touch classroom surface areas and when administering first aid.
CLEANING & DISINFECTING PROCEDURES

The number of cleaning staff employees has been increased this year. High-touch surfaces (door handles, railings, light switches etc.), bathrooms and common areas will be cleaned more frequently, on a regular basis. Cleaning and disinfecting of the school building will be done by the cleaning company. Employees may add additional cleaning and disinfecting of high touch classroom surfaces and supplies as necessary.

Teachers have disinfecting wipes available in each classroom, staff employees are also provided disinfecting wipes for their personal space.

Disinfecting wipes will be available near copy machines and other communal work equipment for employee use.

EPA registered disinfectant solutions will be utilized on campus. Only those that have been approved for on campus use through the Operations Office will be permitted. All disinfectant wipes buckets, cleaning solutions, and mixed cleaning solutions (such as diluted bleach solutions for disinfecting preschool toys) must be clearly labeled. All cleaning supplies must be kept out of the reach of children.

Preschool spaces, toys, and materials will be cleaned and disinfected per the approved protocol for Child Care Facilities.

Classes end at 11:50 a.m. on Wednesdays to allow for an additional mid-week deep cleaning of the campus and buildings.
EMPLOYEE & FAMILY TRAINING

All SAES families will receive a copy of the Health and Safety Policy and Procedure document. Families will be required to verify receipt and understanding of the policies and procedures via an electronic signature through their Magnus Health account. Families will be sent videos depicting proper hand washing and coughing technique, school arrival and departure rules and expectations, as well as changes that have been made to buildings for mitigation of the COVID-19 virus.

Employees will be required to complete training regarding COVID-19 in addition to the traditional yearly training for employees (epi-pen, asthma, bloodborne pathogens, etc). Training will be done via the online platform, SafeSchools. The school nurses will receive verification that individual training was completed.
VISITORS & VENDORS

Visitors to campus will be very limited during the school day. We ask that all visitors call prior to arriving on campus (301.983.5200). All approved visitors and vendors are required to sign in at the front desk and complete a COVID-19 screening questionnaire, including documentation of a temperature check. The visitor’s log will be kept for contract tracing purposes.

Parents/guardians are not permitted to walk their child into school buildings.

Vendors whose work is limited to outdoor spaces (landscaping, outdoor construction) are not required to come into the building for a screening. They should continue to monitor their health and not come onto campus when feeling unwell and should follow all mandated health department regulations. Outdoor vendors must wear a face covering when walking through campus and maintain 6 feet of physical distance when possible. All vendors are required to wear a mask (inside or outside) when meeting or speaking with any SAES community member.

Admission visitors will all wear face coverings and wait outside of Kiplinger upon arrival to campus. They will call the admissions office and wait to be escorted into Kiplinger. Mandatory screening will be completed prior to entering the building. Indoor tours of campus buildings should not take place during the hours when students are in the building. Admission visits should be spaced in order to decrease traffic flow within Kiplinger. An adequate amount of time between visitors is required in order to allow ample time for disinfection between groups.

Logs of all visitors and hardcopies of screening forms will be maintained in a file by the school nurses. Forms will be kept on file for contact tracing purposes.

Any person who refuses to complete the required screening tool will not be permitted to remain on campus. A person who is red flagged during the screening process must leave campus immediately.

TUTORS

Tutors will be permitted on campus before and after school. Designated areas will be available where social distancing can be maintained. Tutors will sign in at the main office and complete a COVID-19 Symptom Screening Form and have a temperature check.
TRAVEL IN THE US & INTERNATIONALLY

SAES will follow all travel advisories issued by the CDC and the State of Maryland. If a travel advisory requires a period of quarantine and self-monitoring, it is the expectation that all members of a family, and those residing in the same home, follow the 14-day (or specifically defined time period per the advisory) monitoring period before returning to campus. We encourage all families to monitor the CDC and Maryland travel advisory sites throughout the school year. SAES will monitor the CDC Covid Tracker. SAES may issue other travel advisories based on areas that have increased COVID-19 cases.

Starting Jan. 4, 2021, any SAES community member who travels outside of Maryland must quarantine for 3 days post travel, test for COVID-19 (PCR test) after day 3, and obtain a negative COVID-19 test result or self-quarantine for 10 days. This applies to all states, with the exception of Delaware, Pennsylvania, Virginia, West Virginia, and Washington, D.C.
Health Room Notice of Illness

Student Name: ____________________________ Date: _________________

While symptoms of COVID-19 and other illnesses can be similar in nature, this is to inform you as the parent or guardian that we did assess potential symptoms of COVID-19 in your student. Symptoms of COVID-19 could include cough, shortness of breath or difficulty breathing, fever over 100.4, fatigue, chills, muscle or body aches, headache, sore throat, congestion or runny nose, nausea, vomiting, diarrhea, or new loss of taste or smell. Below are the symptoms your student exhibited that suggest further evaluation for COVID-19 vs other illnesses.

Symptoms (those circled were present):
- Fever over 100.4 degrees F
- Cough
- Shortness of Breath with Pulse Oximeter: ______
- Loss of Taste or Smell
- Chills
- Headache
- Nausea/ Vomiting/Diarrhea
- Fatigue
- Congestion
- Runny nose
- Rash

If you are observing the symptoms below, immediately contact your medical provider. Emergency warning signs include*:
- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion or inability to arouse
- Bluish lips or face
- Unexplained Rash or Red Mouth/Tongue

*This list is not all-inclusive. Please consult your medical provider for any other symptoms that are severe or concerns regarding your child. *Your provider may want to discuss testing or other concerns with you.

If you can manage your student’s symptoms at home, you may return your student to school when the following are true:

1. Your medical provider has determined a different illness other than COVID-19 and cleared your student to return (must have written clearance from the practitioner stating they have ruled out Covid-19 and documentation of other illness (must follow exclusion protocol for other illness). OR
2. You have negative test results for COVID-19 and no symptoms OR
3. At least 10 days from the first symptom
   AND
4. At least 48 hours symptom/fever free without fever-reducing medication

The earliest date your student will be permitted back to school (without a negative Covid test result):_______________

Any siblings living in the household of the sick student may not return for 14 days after the last day they were in contact with the ill child. You should try to isolate the sick student from well family members while at home. Please contact the site health service staff if you have questions regarding returning.

Siblings’ names: ____________________________ Return to school date: _________________
SAMPLE: LETTER OF CLOSE CONTACT

Letter of Close Contact – Student

Dear Parents/Guardian of _______________________________________

This letter serves to inform you that your child has been exposed to someone in the school setting who has tested positive for COVID-19. Since your child may have been within 6 feet of the person with a positive test for more than 15 minutes in the school or bus setting, they are considered a “close contact” and therefore the below steps need to be taken:

1. You should contact your doctor to notify them of the exposure to a positive case.

2. Your child should stay home until 14 days after last exposure and maintain social distancing (at least 6 ft) from others at all times; earliest return date if no symptoms ________________________

3. You should check your child’s temperature twice daily and monitor for any other symptoms of COVID-19 (temp over 100.4, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, sore throat, or chills).

4. Contact your doctor if your child or any family members develop any symptoms.

5. If your child develops any symptoms of COVID-19 you MUST notify the school nurse. The student will be presumed positive (unless tested and negative for COVID-19). They must remain out of school until 10 days after the start of symptoms and have been fever and symptom free for 72 hours.

6. If feeling well, your child will be expected to continue their school experience via the Distance Learning Model. Your teacher/administrator will contact you with the details.

It is of the utmost importance that during this time, you avoid contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

• Trouble breathing
• Persistent pain or pressure in the chest
• New confusion
• Inability to wake or stay awake
• Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

If you have any questions, please contact your school nurse. Please call the school nurse with any test results or updates on your child’s health.
SAMPLE: LETTER OF CLOSE CONTACT

Letter of Close Contact – Employee

Dear ___________________________

This letter serves to inform you that you have been exposed to someone in the school setting who has tested positive for COVID-19. Since you may have been within 6 feet of the person with a positive test for more than 15 minutes in the school or bus setting, you are considered a “close contact” and therefore the below steps need to be taken:

You should contact your doctor to notify them of the exposure to a positive case.

You should stay home until 14 days after last exposure and maintain social distancing (at least 6 ft) from others at all times: earliest return date if no symptoms ____________________________

You should check your temperature twice daily and monitor for any other symptoms of COVID-19 (temp over 100.4, cough, shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, congestion or runny nose, nausea, vomiting, diarrhea, sore throat, or chills).

Contact your doctor if you or any family members you reside with develops any symptoms.

If you develop any symptoms of COVID-19 you MUST notify the school nurse. You will be presumed positive (unless tested and negative for COVID-19). You must remain out of school until 10 days after the start of symptoms and have been fever and symptom free for 72 hours.

If feeling well, you will be expected to continue your teaching/work duties remotely. Please contact your division head for guidance.

It is of the utmost importance that during this time, you avoid contact with higher-risk individuals (e.g., grandparents and those with underlying medical conditions).

Look for emergency warning signs* for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:

• Trouble breathing
• Persistent pain or pressure in the chest
• New confusion
• Inability to wake or stay awake
• Bluish lips or face

*This list is not all possible symptoms. Please call your medical provider for any other symptoms that are severe or concerning to you.

If you have any questions, please contact your school nurse. Please call the school nurse with any test results or updates on your health.
SAMPLE LETTER:
RETURN TO PLAY

Return to Play After Covid-19 or MIS-C

This form must be signed by one of the following examining Licensed Health Care Providers (LHCP) before the student-athlete is allowed to resume full participation in athletics: Licensed Physician (MD/DO), Licensed Physician Assistant (PA), Licensed Nurse Practitioner (NP). This form must be signed by the student-athlete’s parent/legal custodian giving their consent before their child resumes full participation in athletics/PE/school day.

Name of Student:____________________________  DOB:___________________________

Date COVID-19 or MIS-C Infection Diagnosed:__________Date COVID-19 Infection Resolved:___________

This is to certify that the above-named student has been diagnosed and treated for COVID-19 infection or MIS-C.

As the examining LHCP I attest that the above-named student is now reporting to be completely free of all signs and symptoms of COVID-19 or MIS-C, and has had negative results on all the appropriate cardiopulmonary diagnostic studies. By signing below therefore, I give the above-named student consent to resume full participation in athletics/PE/school day.

_____________________________________________________ _________________
Signature of Licensed Physician, Licensed Physician Assistant, Date
Licensed Nurse Practitioner (Please Circle)
________________________________________________________________
Please Print Name

________________________________________________________________
Please Print Office Address  Phone Number

******************************************************************************

Parent/Legal Custodian Consent for Their Child to Resume Full Participation in Athletics/PE/School

I am aware that the SAES REQUIRES the consent of a child’s parent or legal custodian prior to them resuming full participation in athletics/PE/school after having been diagnosed and treated for a COVID-19 infection or MIS-C. I acknowledge that the Licensed Health Care Provider above has overseen the treatment of my child’s COVID-19/MIS-C infection care and has given their consent for my child to resume full participation in athletics/PE/school. By signing below, I hereby give my consent for my child to resume full participation in athletics/PE/school.

_____________________________________________________ ___________________
Signature of  Parent/Legal Custodian   Date

Please Print Name and Relationship to Student-Athlete
### Daily Health Screening Log for Child Care Staff (OCC)

<table>
<thead>
<tr>
<th>Date</th>
<th>Staff Name</th>
<th>Class Section</th>
<th>Temperature</th>
<th>Symptom(s)</th>
<th>Waiting for a COVID-19 Test Result</th>
<th>Diagnosed with COVID-19 for 14 Days</th>
<th>Close Contact with Someone with COVID-19 in 15 Minutes</th>
<th>Staff Admitted to Work YES/NO</th>
</tr>
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</tbody>
</table>
### Daily Health Screening Log for Child in Child Care (OCC)

<table>
<thead>
<tr>
<th>Date</th>
<th>Child’s Name</th>
<th>Class</th>
<th>Section</th>
<th>Temperature</th>
<th>Symptoms: Cough, shortness of breath, fever 100.4 or above, chills, shivering, muscle pain, sore throat, headache, loss of taste or smell, nausea, vomiting, diarrhea</th>
<th>Waiting for a COVID-19 test result, diagnosed with COVID-19, or instructed by any health care provider or the health department to isolate or quarantine</th>
<th>In the last 14 days, close contact (within 6 feet for at least 15 minutes) with anyone diagnosed with COVID-19 or suspected to have COVID-19</th>
<th>Child Admitted to Care</th>
<th>YES/NO</th>
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GUIDELINES FOR IN PERSON MEETINGS

Health and Safety Guidelines for in person student meetings while St. Andrew’s is in the distance learning model.

PLANNING

• In person, small group, student meetings will be permitted while the county is in phase 2 of reopening. Student meetings will not be permitted if the County reverts to phase 1 or issues a stay at home order.

• All employees are required to get approval from their division head prior to inviting students to campus.

• The Division Head should reserve an outdoor space and request any necessary tent/setup through the Operations Office.

• No more than 50 students should be invited to campus at the same time.

• Students should not cross division or groups while on campus.

• Students should be divided into groups no bigger than their advisory or homeroom group (15-16 students).

• The Division Head or Operations (Terri Beach) must add the event to the school calendar and share the event details including a list of participants with the school nurses. The list will be checked for emergency medications and health concerns.

• The employee in charge of the event must notify attendees, prior to the event, where the dropoff and pickup location is. Initial meeting location must be near the dropoff location.

• Parents should not be permitted to stay on campus during the event unless they are counted in the 50 person limit. Communicate to parents prior to the event the drop-off and pick-up procedures.

• Students should not be invited to campus during the hours when preschool students are on campus.

IMPLEMENTATION

• Students must be met by chaperone when they are exiting their vehicles (possible tent check in).

• Students must be wearing masks when they exit their vehicles and keep them on throughout their time on campus.

Continued on next page >>
• Student must present the screening documentation (via Magnus app or Google Form tool (if on the weekend) when exiting their vehicle.

• Students should use hand sanitizer when arriving on campus (Hand Sanitizer Stations can be picked up from the school nurse and positioned near field/quad locations).

• Masks must remain on and physical distancing of at least 6 ft must be maintained for the duration of the event.

• Adult in charge of the event must ensure the group remains in their reserved location. Indoor campus areas should remain closed. Adult should designate a bathroom for usage.

• Shared materials should not be utilized.

• Adult chaperone is responsible for staying with students until they are picked up from campus.

POST EVENT

• Employee in charge of the event must submit an in person event tracking form. This form can be found in the shared drive folder Covid-19. This form must be submitted the day of the event just after event completion.

• Event details will be maintained for tracking and tracing purposes.

• The Health and Safety protocol for What to do if someone tests positive will be followed if the school is notified that any student/employee tests positive or has been a close contact of any Covid-19 positive individuals after having been on campus.
During this phase of opening, our customers and staff will be required to adopt new behaviors and norms to safeguard and reduce the risk for all. These guidelines will be implemented to help reduce the risk of COVID-19 transmission and spread amongst our customers, employees and the community.

GUIDELINES FOR CUSTOMERS

• Do not visit any of the dining areas if you are sick.

• Service is limited to order online/pick up/carry-outs only. Dining hall and seating will remain closed until further notice from the University.

• Wear face coverings are to be worn at all times when not eating or drinking, while placing an order and waiting for order.

• Maintain 6 feet distance from other customers and employees.

GUIDELINES FOR EMPLOYEES

• Do not report to work if you are sick.

• COVID 19 Training provided by the Restaurant Association will be mandatory of all employees prior to reporting to work at the re-opening phase.

• All team members will be retrained on proper hand washing procedures and standard operating procedures for glove use.

• SAGE issued face coverings are required at all times while on the premises.

• Utility workers and dish washers will be required to also wear a face shield.

• Wash hands frequently, including before and after using restrooms, before and after serving food and beverages, and after removing used utensils from servers or used plates/cups.

Continued on next page >>
• SAGE will provide reusable masks and face shields for all employees and managers to wear at all times.

• Employees must wear gloves when handling ready-to-eat foods and serving customers.

• Where and when possible, employees must be staggered to prevent congregating and to maintain 6 feet social distancing guidelines in the back of the house.

• Only 1 team member will be permitted in each walk in or storage room at any given time.

• Hand-shaking and other person-to-person contact between employees or with clients is discouraged in the workplace at all times.

• Avoid using other employees’ phones, desks, offices, or other work tools and equipment (e.g. pens, office supplies, knives, cutting gloves, etc.)

• Clean and disinfect surfaces that are frequently touched or used by employees (e.g. door handles, refrigerators handles, workstations, tablets and punch in kiosk) at least every four hours. Shared objects and surfaces like worktables, cash registers, countertops, will be cleaned and disinfected between uses and at shift changes.

• If an employee falls ill or begins to exhibit symptoms compatible with COVID-19, they will be required to immediately stop working, report symptoms to a manager and depart work with instructions to contact a medical provider for further evaluation. The employee will not be permitted to return to work without clearance from a medical provider. Manager to follow procedure to report sickness to Human Resources, University, and any other government agency as required.

COVID-19 Training provided by the Restaurant Association will be mandatory of all employees prior to reporting to work at the re-opening phase.

GUIDELINES FOR EMPLOYERS/MANAGER

• COVID 19 Training provided by the Restaurant Association will be mandatory of all employees prior to reporting to work at the re-opening phase.

• Managers will be educated about the signs and symptoms of COVID-19 and basic prevention measures.

• Follow CDC policies and view more information on coronavirus.dc.gov and adjust practices as updates are received.

Continued on next page >>
- All employees must sign in writing that they should not come to work if sick and should use appropriate sick leave for compensation when available. SAGE will allow sick employees to stay home, PTO will be provided according to the policies set forth by SAGE Dining Services.

- Managers will screen employees by assessing symptoms of workers using a thermal thermometer at the beginning of each shift before punching in and entering the kitchen or facility of operation. Sick employees will not be permitted to report to workstation and will be directed to leave the premises and seek medical attention.

- Inform and remind third-party delivery drivers and service suppliers about social distancing, face coverings and hand hygiene requirements before and after service on the facility.

ESTABLISHMENT OF OPERATING PRACTICES

- Post signage stating that no one with a fever or symptoms of COVID-19 is permitted to enter the facility and that individuals are required to wear a mask or face covering at all times in the dining hall and in line placing an order.

- Hand sanitizer stations will be made easily accessible at the entrance and exit/next to cashier areas.

- In all areas of service, there will be a clear entrance and exit area to allow one-way flow of customers. Rope and stanchions will be present to assist in maintaining the proper flow of foot traffic.

- Floor decals, wall signage and floor stands will be present as a process to ensure each customer is separated by 6 feet while they are waiting to order and receive orders.

- Menus will be available online, tablets or displayed on walls to prevent touching and the need for paper menus.

- Buffets, salad bars, dessert bars, beverage stations, condiment bars, and any other self-serving stations will not be present.

- Items from self service areas such as drink stations, condiment stations, and the utensil and napkin station will be removed and handled by a trained SAGE employee to give directly to the customer.

- The use of single use disposable paper products and prepackaged food items will be present. Personal reusable cups, containers, plates, etc. are prohibited.
SAGE DINING RE-OPENING PLAN

DElIVERY, CLEANING AND DISINFECTION/SANITIZATION

• SAGE will minimize the number of deliveries arriving on campus.

• Vendors will be required to ensure all delivery personnel are healthy.

• SAGE will adhere to the highest level of safety regarding product sourcing and delivery.

• SAGE will monitor and implement new CDC guidelines as they evolve.

SAGE will adhere to contactless deliveries from our vendors. Drivers will be instructed to leave all deliveries on the designated loading dock. All deliveries will be treated for sanitation using an Electro-Static Ionizer. Boxes will remain on the loading dock for a minimum of seven minutes for the sanitization to fully sanitize. Boxes will then be brought into the facility.

• For vendor services, such as knife sharpening and super source chemicals, each vendor will be required to wear masks, sanitize their hands and wear gloves before entering the facility.

• Restrooms will be cleaned and disinfected frequently, appropriately recorded and monitored to ensure social distancing guidelines followed. We will work with the SAES facilities department to keep records for safe keeping and monitoring. SAGE will ensure an adequate supply of hand soap and paper towels are present at all times.

• The staff locker area and staff restrooms will be sanitized every 6 hours using the Electro-Static Ionizer. Appropriate logs will be kept.

• All food contact surfaces will be cleaned and sanitized at least every 2 hours. Cleaning procedures throughout the back of the house and dining hall will be developed in advance to opening.

• One week of training will be provided for employees.

• SAGE will verify that dishwashing machines are operating at the required wash and rinse temperatures and recorded. We ensure adequate supplies of appropriate detergents and sanitizers are available at PAR level.

• Hand sanitizer dispensers will be available in easily reached locations for the back of the house especially in high touch areas as well as next to each restroom door for employees.

These guidelines above will continue to be updated as COVID-19 evolves, following all CDC and SAGE policies.
STUDENTS WILL ENTER AS DIRECT BY STAFF MEMBER. THEY WILL USED THE SANITIZER STATION AFTER THEY HAVE WASH THEIR HANDS AND THEN USE THE SANITIZER ONCE AGAIN BEFORE THE SERVING AREA OF THE FOOD.
P&G Products on the EPA’s List N

P&G Professional can keep your guests and employees operating efficiently & and effectively with:

- 9 SKUs on the EPA’s List N:
  - EPA Registration numbers in the table on the right
- Products that **Clean AND Disinfect in one step**
  - Spic & Span and Comet branded products
- Disinfectants for use against Multiple Pathogens
  - Spic & Span and Comet branded products can be used against BOTH enveloped & non-enveloped viruses
- Dilution control options
  - Save $ on product spend by using Spic & Span 3-in-1 (1:14 dilution rate) and Comet Disinfecting Cleaner with Bleach (1:4 dilution rate) to clean and disinfect without RTU alternatives
- Outbreak Procedures
  - Procedure packets & technical bulletins to keep your staff prepared

<table>
<thead>
<tr>
<th>P&amp;G product name</th>
<th>EPA Registration #</th>
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<tbody>
<tr>
<td>PGPL # 33</td>
<td>1839-215</td>
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<tr>
<td>Microban Sanitizing Spray</td>
<td>4091-20</td>
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<tr>
<td>Microban Professional Multi-Purpose Cleaner</td>
<td>4091-21</td>
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<tr>
<td>Microban Bath</td>
<td>4091-22</td>
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<tr>
<td>Clean Quick BR Sanitizer (1:256)</td>
<td>6836-278</td>
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<tr>
<td>Spic And Span 3-in-1 (1:14) concentrate and Dilute to Go</td>
<td>3573-96</td>
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<tr>
<td>Spic And Span 3-in-1 RTU</td>
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<tr>
<td>Comet Disinfecting Cleaner with Bleach (1:4) &amp; RTU</td>
<td>3573-77</td>
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<td>Comet® Disinfecting - Sanitizing Bathroom Cleaner RTU</td>
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</table>

P&G Professional products have a proven record of killing a broad spectrum of pathogens and are very effective across a wide range of pathogens, including very difficult-to-kill pathogens and even “non-enveloped” viruses.

The Spaulding Classification System characterizes the difficulty to kill germs with disinfecting agents.

It is generally accepted that:

- Enveloped viruses are easier to kill
  - These include: Influenza, Human Coronavirus and Hepatitis.
- Non-Enveloped viruses substantially more difficult to kill
  - These include: Norovirus, Rotavirus.

*Microban Sanitizing Spray requires a 2-step process
** Only in RTU version

The health and safety of St. Andrew’s athletes, families, and employees are of the utmost concern. Throughout the Covid-19 pandemic enhanced health and safety policies and procedures will be implemented to mitigate potential risk involved with attending training sessions. Community partnership, compliance, and support are necessary to help keep our community safe. Students who do not comply will not be allowed to participate in these sessions. This document, which has utilized information, guidance, and directives from the CDC, NHFS, NATA, state and local Health Departments, community standards, and expert advisors, will serve as a guide for our St. Andrew’s community. This document will be updated as data, guidance, and the situation dictates throughout the school year. Any changes in the document will be promptly communicated to athletes and coaches.

COMMUNITY MEMBERS AT HIGH RISK FOR SERIOUS HEALTH PROBLEMS FROM COVID-19

Students who may be at higher risk for serious health problems should talk with their primary care provider and determine if it is safe for them to return to in person athletics on the SAES campus. Students who are unable to return to in person athletics will be provided the opportunity to interact with coaches at a distance. Please refer to the CDC webpage that outlines people who are at increased risk for severe illness.

FORMS & PHYSICALS

All required medical forms must be completed before arriving on campus. All forms must be submitted via Magnus and approved by the school nurse.

The school nurse should be made aware if an athlete was diagnosed with COVID-19 or MIS-C (Multi-Inflammatory Syndrome in Children). Any student athlete that has been diagnosed with COVID-19 or MIS-C must have an additional clearance by their primary care provider prior to being allowed to participate.

Athletes should consider delaying their participation in sports and activities if they have the following:

• Diabetes
• Chronic Lung Disease including Asthma
• Severe obesity (BMI>40)
• Chronic kidney disease
• Heart conditions
• Immunocompromised (e.g. a transplant recipient, a student taking immunosuppressant medications such as steroids, biologics, etc., patients receiving chemotherapy, etc.)
DAILY HEALTH SCREENINGS

All student athletes are required to submit a health screening prior to arrival on campus each day. This should be done at least 30 minutes prior to the start of practice. For weekday practices, the Magnus app should be utilized. For weekend practices a link to a Google form will be provided by the coach. Daily health screenings will include a mandatory temperature documentation (must be below 100.4), responding to a series of questions based on signs and symptoms of COVID-19, and questions regarding family health and contact with anyone who has tested positive for COVID-19 or is considered “presumptive positive” without testing. Based on the answers, you will either be designated “green” (you may come to campus) or “red” (you are required to stay home and call the nurse for guidance). Responses to these screening questions can be seen by the school nurses.

Upper School students will be required to print and carry a copy of the day’s screening form or show a screenshot of the screening results upon entry into campus/fields. A student who does not present their daily screening form upon arrival will be ineligible to participate and will be sent to the parking area to call a parent or guardian.

A student who has not completed the screening process, including a temperature check, will not be allowed to remain on campus.

Students who complete the health screening but arrive at school looking or feeling unwell will be referred to the school certified athletic trainer or nurse for further screening or sent home by the coach.

CLOTH FACE COVERINGS

Wearing cloth face coverings helps prevent the spread of COVID-19 and is required for all students (over the age of 2), visitors and employees when on the SAES campus. Families are required to provide cloth face coverings for their children. Face coverings with valves and loose/hanging bandana style coverings will not be permitted. Face coverings must fit snugly over the nose and mouth. Students and employees should pack extra face coverings for times when their mask is misplaced or soiled. Face coverings should be labeled with the student’s name. Families are encouraged to have their children practice putting on and wearing face coverings, for an extended period of time, in preparation for the school year. Face covering will be mandatory upon arrival on campus, in the classroom, during hallway travel, and when leaving campus.
DROP-OFF PROCEDURES

Prior to drop off, coaches will submit a roster of student-athletes who are allowed on campus for practice. When an athlete arrives on campus they must be wearing a face covering. They will immediately be met by a coach in their designated parking lot to verify that their screening results indicate they may stay on campus. Each group will have a designated spot. A student should remain in their car until cleared by the coach. After the coach approves screening results, the student must go directly to the lobby of the Student Center and proceed to the lower level, near the Athletic Director’s office. Athletes will maintain social distancing while en route to, and once inside the Student Center. Upon arrival near the Athletic Director’s office, it will be verified that they are on the student athlete roster and have filled out the daily screening form. All absences must be recorded in case of the necessity for potential, future contact tracing. The student will then proceed from the lower level hallway to Brumbaugh field. A staff member will do a temperature check and the temperature will be documented. Athletes who were cleared (Green) can then proceed to their designated area (tennis courts, Hope field/Baseball/Softball, Brumbaugh field) Athletes in the Red (temp greater than 100.4) will be directed to an area outside the athletic training room until they can be picked up.

SCREENING FORM

Click here to view the COVID-19 Sports Form.

PRACTICES

All athletic training and conditioning will occur outdoors. Drills will be done while maintaining 6 feet physical distancing. Coaches will be required to wear masks at all times. While training and conditioning, athletes will not be required to wear masks.

1. The same Coach and group of Athletes must remain together throughout the entire phase; members may not switch groups/teams to allow for contact tracing.

2. If any Coach or Athlete becomes a source of possible infection, St. Andrew’s workouts will be suspended until the Department of Health allows us to resume practice.

3. Practices have been scheduled to decrease the number of individuals arriving on campus and departing from campus at the same time. Please do not loiter before or after practice.

4. No team huddles should take place.

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5. No handshakes or fist bumps should take place.

6. No sharing of water bottles during practice. An individual athlete must use their own, clearly marked water bottle (indicating their name) that will not be shared with others. Individuals may bring their own coolers or cold towels but are not allowed to share these items with anyone. Athletes will not have access to water fountains so they are responsible for bringing a sufficient amount of water.

7. No spitting is allowed. All athletes should cover their coughs and sneezes with a tissue or use the inside of their elbow. Used tissues should be thrown in the trash and hands washed immediately.

8. The use of locker rooms is prohibited.

9. During early workouts, there will be no shared equipment. Any equipment used during athletic activities will be disinfected with EPA certified products between individual uses.

10. No unnecessary individuals should be present at practice (managers, extra coaches, non-participating athletes, etc.).

11. Spectators are NOT allowed at any workouts or practices. Parents/caregivers can remain in their cars during this time. No congregating should be allowed in the parking lot or fields.

12. Cell phones are allowed, but must be stowed away during workouts.

13. Bags or backpacks will be permitted but must be stored in designated areas.

14. When an athlete is not involved in an activity and is sitting on a bench or standing on the sideline, a mask should be worn and the athlete should remain 6 feet away from other athletes/coaches.

15. No more than 20 people per field and no more than 10 athletes per coach. Going inside buildings on campus is off limits unless using the bathroom.

16. Practices will be 60 minutes or less.

17. SAES inclement weather policies still apply.

18. Workouts will be focused on strength, flexibility, agility, body weight and cardio exercises.

19. Due to the length of time without group activities, workouts will be less strenuous initially and slowly progress throughout the two-week period. This will help with acclimatization and help prevent injuries.
HAND HYGIENE IS ESSENTIAL

Organizations and facilities need to promote frequent and effective, hand hygiene. Hand sanitizer dispensers and areas with soap and water will be available in many different locations. Coaches should provide hand sanitizer. If hand sanitizer is not available practice should not occur.

BATHROOMS

No more than 2 athletes in a bathroom at a time. Bathroom usage is designated for athletes. If working out on Hope field, only use bathrooms on the lower level of the Lower School building. If working out on Brumbaugh field, only use bathrooms on the lower level of the Student Center. If arriving from the tennis courts, only use the bathrooms in the main hallway of the Upper School building.

INJURIES

Injuries will be handled by the coach or staff member present at the workout or by the Certified Athletic Trainer. 911 will be contacted as needed.

DEPARTURE PROCEDURES

At the conclusion of the workout, the following departure measures will be in place:

1. All participants will put on face coverings.
2. Athletes who drove themselves will be permitted to leave, maintaining social distancing while walking to the parking lot.
3. Athletes who are being picked up must remain with their designated group in their area until their ride arrives. They will then be dismissed one-by-one to maintain social distancing.
4. Coaches must remain with their groups until all Athletes have left.
5. Coaches are responsible for disinfecting equipment and storing it appropriately.
6. No visits to the athletic trainer unless prearranged with the coach and trainer.
PROCEDURES FOR SOMEONE WHO EXHIBITS SIGNS OR SYMPTOMS OF COVID-19

Athletes who exhibit any one of the following signs or symptoms of COVID-19 will be isolated in one of the health rooms or at the outside area of training room:

- Fever and/or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

The athlete will be immediately removed from the field and escorted to the designated area outside of the training room. If determined to be medically stable, a student will remain isolated outside the Athletic Training room until a parent/guardian arrives. The parent/guardian must call the Athletic Training room upon arrival and remain in their car. Parents/guardians will not be permitted into the Athletic Training room. The student will be walked to the vehicle. A parent or guardian MUST pick up an ill student from school within an hour from when they are contacted. If you know you will not be able to do so, you must have arrangements in place, prior to the beginning training/conditioning, for a friend or family member to pick your child up from school if necessary. Symptomatic students are not allowed to go home via an Uber or other similar rideshare company. The outside holding area and, if necessary, the Athletic Training Room will remain closed after the student leaves until the area is cleaned and disinfected.

Students with similar viral symptoms may be isolated in the same area outside, while masked and maintaining at least 6 feet of distance.

A student who exhibits any signs or symptoms of Covid-19 will be required to be evaluated by their health care provider for Covid-19. They must obtain medical clearance, stating they do not have Covid-19, in order to return conditioning/training sessions. A student who is referred for medical clearance but does not get tested for Covid-19 is required to remain at home until they have been symptom free for 72 hours AND it has been 10 days from the start of their symptoms. Any athlete who has been tested, and is awaiting results, must not return to campus until cleared by the school nurse.
PROCEDURE FOR AN ATHLETE WITH A COVID-19 LIKE ILLNESS

SAES will follow the Maryland Department of Health guidance for an athlete who presents with a Covid-19 like illness. A Covid-19 like illness is defined as a new onset of cough or shortness of breath OR two of the following symptoms: a fever of 100.4°F or higher, chills, shivering, muscle pain, sore throat, headache, loss of sense of taste or smell, or gastrointestinal symptoms (nausea, vomiting or diarrhea). An athlete deemed to meet this criteria, will be isolated. The athlete will be referred to their healthcare provider for Covid-19 testing/evaluation. Close contacts of this ill community member should quarantine during this time. If the community member tests positive or does not get tested, they will follow the procedure below for someone who has a confirmed case of Covid-19. Under these circumstances, close contacts will be required to stay at home for 14 days while they monitor for symptoms. If the ill student has a negative Covid-19 test, they will be required to stay home for 72 hours once symptom free. Close contacts will then be allowed to return to school as long as they are symptom free.

PARTICIPATION IN OUTSIDE-OF-SCHOOL ATHLETIC ACTIVITIES

We require students who travel out of the area for athletic activities, as part of a team or independently, to continue in distance learning and not come to campus and resume hybrid learning until having completed a quarantine period (defined as 3 days of isolation followed by taking and receiving a negative result from a PCR test through a provider). Anyone traveling outside of the DMV area will be required to quarantine once back and have a PCR COVID test on day 3 of their return. Once the test is returned as negative, the student may return to campus activities.

Additionally, in accordance with guidelines set forth by Montgomery County, wrestling, ice hockey, and basketball are considered high-risk sports, as they are played indoors and involve frequent close contact with other participants. Students who compete in those sports outside of school must continue in distance learning, remaining off campus when we resume hybrid instruction until stopping that outside competition and completing a quarantine period. Socially distant, masked, contactless skill training in those sports is not considered high risk, and students who train in this manner without taking part in competitions may participate in hybrid learning.
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