

# GHS Covid Handbook

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# Before You Return to School

## Preparing Your Child

- School routines will include protocols established in response to Covid19. Students will be screened with daily temperature checks, be expected to wear face coverings (regardless of vaccination status), and encouraged to practice good hand hygiene and social distancing. You can help your child have a positive school experience by modeling a positive attitude about these routines and explaining what school will look like with proactive language. For example, instead of “I know you don’t like it but, you are going to have to wear a mask this year”, say, “Everyone at school is going to be showing how they care about others by wearing a mask.”
- If your child is new to school, try different styles of face coverings and practice wearing them around the house and out in public. See which style your child prefers.
- Please help us expedite drop-off and pick-up by putting car seats and boosters on the driver’s side so children needing the most assistance are on the “school side” and not the “traffic side” of the kiss and ride lane. Please pull up as far as possible in the lane and as soon as you stop, begin preparing your child by unbuckling the seatbelt, making sure shoes and masks are on, and that his/her backpack is ready to go.

## If You Travel

- Students and staff returning from travel are subject to current Territorial policies for testing. Territorial re-entry guidelines will suffice for return to school in most cases.
- Although children under five years of age are not required to present a negative COVID test to re-enter the Territory after traveling, the school **does** require either a negative COVID test or a five-day quarantine after travel outside the Territory prior to returning to school.

# Drop-Off & Pick-Up

## Drop-Off

### All Campuses

- We recommend checking your child’s temperature daily before leaving the house. If his/her temperature is 100.4°F or above, please plan to stay home.
- In accordance with CDC guidelines, we are asking parents to help us limit the foot traffic on our campuses. Therefore, we will be implementing a “kiss and ride” system for drop-off and pick-up. There will be no parent parking during drop-off/pick-up. Parents may access the campus by appointment.

- At drop-off, students will remain in their vehicles to have their temperature checked by a GHS staff member. Students must have a temperature of lower than 100.4 F to attend school.
- Students arriving by bus will disembark from the bus and wait in a designated area to have their temperatures taken prior to entering the main campus building(s).
- After students have had their temperature taken, they will be helped out of the vehicle by our staff. All students will have access to hand washing facilities and/or hand sanitizer prior to entering their classroom.
- ELC students will be escorted by a staff member to the ELC classroom as needed.
- Students who arrive with a temperature of 100.4 F or higher, or develop a fever during the day, will remain isolated from other students until they can be transported from school. Parents and guardians are expected to pick-up their children in a timely manner.

## **Pick-Up**

### **Lower Campus**

- Students will wait in designated areas organized by grade level. All students and staff will be asked to keep their face coverings on until they are picked up.
- GHS staff will be positioned at the kiss and ride lane to help notify classroom teachers when a child's ride is ready to load.
- Students will transit from their designated waiting area to their car under the supervision of GHS staff members.

### **Upper Campus**

- GHS staff will be positioned at the kiss and ride lane to help promote social distancing as students make their way to cars.

**For the following sections the term “fully vaccinated” refers to individuals who have received a full round of vaccinations including the booster shot if eligible.**

## **QUARANTINE RULES FOR STAFF/STUDENTS WHO TEST POSITIVE**

### **If a GHS Staff Member or Student Tests Positive**

- Fully vaccinated (last dose of a 2 dose series was administered within 6 months, last dose of a 1 dose series was within 2 months, or the individual has received a booster) GHS faculty, staff, and students who test positive, may return to campus after **7 days** of quarantine (returning on day 8) as long as they have been symptom free for 24 hours. No repeat test is required at the

end of the quarantine period. We will communicate all relevant exposure information to the GHS community in a manner compliant with HIPAA and government regulations.

- Unvaccinated individuals, or those whose vaccination is not current according to the timelines above, must quarantine for **10 days**, with a return to campus on day 11. No repeat testing is required at the end of the quarantine period.

## **QUARANTINE RULES FOR STAFF/STUDENTS WHO HAVE HAD DIRECT EXPOSURE TO SOMEONE WHO TESTS POSITIVE FOR COVID-19**

In collaboration with the Department of Health, each potential school-based exposure will be evaluated on a case by case basis. If all masking, social distancing, and hygiene policies have been adhered to, quarantine guidance will be as follows:

- Other students who have been in contact with the positive individual while masking and social distancing were in place will NOT be required to quarantine.
- Teachers, teaching assistants, and other school staff who have been in contact with the positive individual while masking and social distancing were in place will NOT be required to quarantine.
- Individuals who were exposed to the positive person without masks either in school or through exposure outside of school will continue to require quarantine as per the VI Department of Health recommendations.
- Students or staff who are required to quarantine due to a direct exposure must present a negative test result on or after day 5 post exposure, prior to returning to school.

### **If a GHS Staff Member or Student Has a Secondary or Indirect Exposure**

- A secondary exposure is defined as contact with someone who has experienced a direct exposure. For example: If the parent of a sixth grade student tests positive, the 6th grade student in that parent's household will be considered to have had a direct exposure. However, the other students in the 6th grade class will only have had a secondary or indirect exposure.
- People who have had secondary or indirect exposures are not required to quarantine. They should monitor themselves for symptoms as usual.

### **Fevers**

- Anyone who has a fever (defined as 100.4 °F and above) must stay home.
- Individuals who experience fever and no other COVID-19 related symptoms may return to campus after 24 hours of being fever free with no medicine and a negative COVID-19 test result OR 48 hours of being fever free with no fever reducing medication without a COVID-19 test.

- Family members of individuals experiencing fever may return to school immediately when/if the symptomatic individual receives a negative COVID-19 test result, OR after 24 hours of the symptomatic person being fever free assuming all other family members remain symptom free.

### **Two or More Symptoms That May be Related to COVID-19**

Individuals who are experiencing any two or more of the following symptoms must stay home from school until symptoms resolve and they present a negative COVID-19 test.

- Fever
- Cough, Runny Nose, Sneezing, Headache
- Extreme fatigue
- Aches and pains
- Sore throat
- Diarrhea
- Conjunctivitis
- Headache
- Loss of taste or smell
- A rash on skin, or discoloration of fingers or toes

All family members of individuals experiencing two or more of the above symptoms must also quarantine until the individual is tested and a negative result is presented.

### **Single Symptom of Illness**

Individuals experiencing a SINGLE symptom of illness (for example: runny nose, head congestion, vomiting) must stay home until the symptom resolves. Family members are free to be on campus as usual as long as they are symptom free.

## **Hand Hygiene and Face Coverings**

### **Face Coverings & Masks**

All persons, **regardless of vaccination status**, must wear face coverings. Acceptable forms of face covering include fitted, cloth or medical face masks that securely cover the mouth and nose with at least 2 layers of fabric. Neck gaiters/buffs and masks with valves (unless they are KN95 or N95 rated) are not acceptable forms of face covering. While outside the building, if social distancing can be strictly enforced, students may remove face coverings. This policy is in effect for all outdoor activities including classes, lunch, snack, athletics, and social gatherings, **except** field trips when students may come into contact with members of the public.

Teachers will facilitate student mask breaks as needed throughout the day. Mask breaks should be taken outdoors whenever possible. If moving outdoors is not possible, students will take mask breaks one at a time in a place where they can be at least six feet away from anyone else.

In primary grades, and when students are working with a learning strategist, where developing literacy skills depends on seeing visual cues of tongue and lip placement and being able to hear and practice clear annunciation of letter sounds, students and staff will be able to switch to face shields during reading instruction.

Students receiving support services that depend on visual facial cues as with reading or social-emotional learning may wear a face shield during work with the school counselor.

Face shields, which are to be used solely during reading instruction in primary grades and/or during social emotional instruction, must extend down past the chin and around the face past the cheeks.

## **Handwashing**

- Hand washing instructions are posted in every bathroom on campus. These instructions will be reviewed with all students.
- Hand sanitizer stations are installed in every classroom, building entrances and throughout our campuses.
- Mobile hand washing stations will be installed on the green top, on the playground, in the Great Room, and on Trayser Field.

## **Staying Hydrated**

- All students are encouraged to bring a reusable water bottle to school and wash them daily.
- New touchless water stations will be installed to replace the old bubblers.

## **School Procedures**

### **Vaccinations**

- Full and part-time employees, substitute teachers, coaches, and contract employees have the option of providing documents to the GHS Business Office that support "up to date" vaccination status OR providing evidence of a negative COVID-19 test as described below.
- Per the Centers for Disease Control, a person is up to date with their COVID-19 vaccination if they have received all recommended doses in the primary series and [one booster](#) when eligible. Getting a second booster is not necessary to be considered up to date at this time.

- With the exception of substitute teachers, all GHS employees, coaches, and contract service employees who have not provided documentation to the GHS Business Office indicating they are up to date with their COVID-19 vaccinations (as defined above) must provide documentation of a negative COVID-19 test once per week. COVID tests must utilize FDA-approved testing methods which include emergency use authorized (EUA) test kits. Employees are responsible for sourcing approved test kits or testing services and testing at times that do not interfere with GHS duties.
- Substitute teachers who are not up to date with their COVID-19 vaccinations (as defined above), may provide documentation of a negative COVID-19 test once per week OR show documentation of a negative COVID-19 test taken no more than 24 hours prior to working with GHS students.
- Giff Hill School strongly encourages all eligible students to be vaccinated against COVID-19.
- Visitors, guest teachers, and contractors must complete a COVID-19 self-screening form each time they visit campus. If vaccinated, they must also show proof of vaccination. If unvaccinated, they must take a COVID-19 rapid test (administered for free, by the school in our parking lot) and receive a negative result each day prior to entering the campus.

## **In Our Classrooms**

- Classroom seating will be arranged to allow for a distance of four feet between students.
- All teachers and students will be expected to wash their hands when moving between classrooms or working with a new group.
- Any spaces that are used by multiple groups within the school day will be sanitized between classes.
- Where appropriate, the school or individual teachers may choose to use barriers (desktop sneeze guards or similar) to allow for closer learning.
- Age-appropriate signage and markings will be used throughout the common areas such as hallways to reinforce distancing in shared spaces.

## **School Traditions/Special Events/Assemblies**

- Large student gatherings will be modified to be conducted in smaller groups, conducted outside with appropriate social distancing, or hosted virtually using livestream capabilities in classrooms.

## **Daily Cleaning**

- Additional daytime cleaning staff has been contracted.
- Each classroom is supplied with a sanitizing station and/or a sink.
- Staff will perform frequent cleaning of high-touch points.
- Restrooms will be cleaned and disinfected frequently during the day.

- Equipment will be cleaned and disinfected per CDC guidelines.

### **Food Services & Lunchtime**

- Hand washing and/or hand sanitizing will be expected before/after eating.
- Daily snacks will be distributed by GHS staff. Food will be grab and go style items.
- Outdoor eating spaces are provided for all students.

### **Field Trips**

- GHS remains committed to experiential learning and providing students with opportunities to travel off campus.
- Students will attend field trips with their cohorts while following CDC best practices guidelines for social distancing and sanitizing.
- The GHS van may be used as a component of field trip transportation, but it may not be occupied by more than 2 students per bench seat.

### **Visitors**

- On campus visits will be by appointment only.
- All visitors to campus will be temperature screened.
- We recommend NOT bringing forgotten items for students (and letting natural consequences play out).
- Parents who bring items that were forgotten at home will be asked to leave them in the office marked with the students' name. Please do not go to your child's classroom to drop anything off.

### **School Supplies & Classroom Toys**

- A list of school supplies has been provided. It is especially important for each student to come equipped with their own supplies.
- Individual devices (iPads, Chromebooks, etc.) will be assigned to each child for the year, according to developmentally appropriate use guidelines. These devices will remain at school unless they are needed for distance learning.

### **Remote Learning**

- The school is committed to providing educational continuity for its students should a student need to quarantine at home.
- Should a student need to learn from home, his/her teacher(s) will provide both synchronous (real-time) and asynchronous (recorded) instruction and digital options for work submission and feedback.



# Extracurricular Activities & Extended Day Care

## **Co-curricular Activities**

- Our participation in interscholastic athletics is guided by the St.Thomas/St. John Interscholastic Athletic Association (IAA). The IAA is monitoring ongoing safety concerns and will provide updates about interscholastic competition for all schools as able. Giff Hill School will sponsor club athletic activities for all sports in the event that the IAA rules competition is not feasible.
- Academic support will continue to be offered after school. Students will be expected to utilize the same social distancing and face covering protections they use while in class.

## **Extended Day Care**

- Giff Hill School will offer extended day care (also known as after-care). Students will be expected to follow the same safety protocols as during the regular school day.
- Mixing of grade levels is inherent to the extended day care model. Should the rate of community spread of Covid19 increase in a way the School deems to be high risk on St. John, the School reserves the right to suspend this program or limit participation to protect grade level bubbles.