COVID RESPONSE PLAN 2020-2021
July 7, 2020

COVID-19 has disrupted our lives we could not have imagined months ago. The purpose of this plan is to outline the procedures we will follow in response to the virus. It is virtually impossible to eliminate all risk, but we believe that the steps we are taking and the safeguards we are initiating will minimize the threat that the COVID virus poses to our ASES community. Until a vaccination is available and/or until the danger of transmission is reduced locally, we all have to learn to live with a “new normal”. We ask for your patience and understanding as we are taking these steps with health and welfare of the entire ASES in mind. Until the risk to our community has passed or other guidance is given from the CDC, White House or State of Tennessee, the following are the guidelines that we will be following.

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SELF-SCREENING: Self-screening is one of the best ways to curtail the spread of the virus. People with COVID-19 have reported a wide range of symptoms varying from no symptoms to mild symptoms to severe illness. Symptoms may appear 2 -14 days after exposure to the virus. If your answer to any of the following questions is “yes”, we ask that you do not enter the building and seek medical care and/or COVID-19 testing. (These self-screening guidelines are based on the TN Department of Health Workplace Screening Guidelines.)

- Are you currently experiencing, or have you experienced in the last 24-48 hours any of the following symptoms?
  - sore throat
  - cough
  - chills
  - body aches for unknown reasons
  - shortness of breath for unknown reasons
  - loss of smell, loss of taste
  - nausea
  - vomiting
  - congestion
  - runny nose
  - fever at or greater than 100 degrees Fahrenheit

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
  - Being within 6 feet of a person suspected of having COVID-19 or testing positive for COVID-19 for 10 minutes or longer
  - Being in contact with germs from a sick person with COVID-19 (e.g. being coughed on, kissing, sharing utensils, etc.)
  - Living in the same household as a sick person with COVID-19
  - Caring for a sick person with COVID-19
ARRIVAL PROCEDURES:

Faculty:

- All Faculty and Staff will be required to take and record their temperatures each morning before school. Anyone recording a temperature of 100.0°F or higher will be required to find a substitute and go home until they are fever-free for at least 24 hours.

- Upper & Lower School teachers and support staff will enter through the main entrance and immediately go to the front office for a temperature check. There will be a no-touch forehead thermometer and temperature record notebook in the front office for this purpose.

- ELC teachers and staff will enter through the ELC door and immediately have their temperature checked at the ELC temperature station. There will be a no-touch forehead thermometer and temperature record notebook for this purpose at the ELC station.

ELC Students:

State law requires that ELC students be signed in and signed out by a parent, legal guardian, or their approved representative. In the past, parents have parked their cars, walked their child(ren) into the building through the ELC entrance, into the appropriate classroom, and signed their child in. In accordance with current recommendations from the State of Tennessee, pick-up and drop-off will now occur outside the facility.

Until the threat from the virus has passed, there will be a staff member stationed at the ELC entrance from 7:30-8:00 am and this staff member will take temperatures and facilitate sign-in. Each child’s temperature will be taken with a no-touch forehead thermometer and recorded. In the interest of safety, any student recording a temperature of 100.0°F or higher will not be admitted into the building and will not be admitted until they have been fever-free for 24 hours. If the student passes the temperature screening, a member of the ELC staff will be there for sign-in and to take the child into the building. If you arrive after 8:05 AM, you must go to the main entrance to be screened. For the safety of all, we ask that parents cooperate with these changes to our arrival procedures.

Lower & Upper School Students:

Early arrival begins at 7:30 am. ASES staff will greet parents and children at the front sidewalk as they arrive in the morning. Each child’s temperature will be taken with a no-touch forehead thermometer and recorded. In the interest of safety, any student recording a temperature of 100.0°F or higher will not be admitted to the building and will not be admitted until they have been fever-free for 24 hours. We ask that parents remain at the drop-off area until their child(ren) has/have passed this temperature screening. Upon admittance to the building, students should go to their lockers to pick up/drop off belongings and go straight to their homeroom.
Parents & Other Guests:

From time to time, parents and other guests (prospective families, delivery people, parents, volunteers, etc.) will need to enter the building. Such visitors will be screened in the same manner as staff and students. Visitors will be expected to practice social distancing and are strongly encouraged to wear masks.

AFTERNOON DISMISSAL:

ELC (Noon and 3:15 Dismissal times):

Parents should go to the ELC door, where ELC staff will be stationed to facilitate pick-up. ELC students must be signed out by a parent, legal guardian, or their approved representative.

Lower & Upper School (3:15 Dismissal):

Students are to wait in their homerooms until their name is called on the intercom. When parents arrive to pick-up their child, the student’s name will be announced, and the student should proceed to the front of the school for pick-up. This will likely cause dismissal to last longer than it has in the past. We ask for your patience.

Extended care:

Parents should let us know if they will be using extended care services so that we may staff accordingly. Extended care begins after the 3:15 dismissal process is over, but before 3:30. Please let our Admissions Director, Mrs. Annemarie Spain, know if you plan to use extended care (3:15-5:30), and if you plan to do so every day or on a “drop-in” basis. (aspain@asestn.org)

REDUCTION OF RISK PROTOCOLS:

Classroom Size:

ELC: Current Tennessee Guidelines for this age group suggest that whenever possible, class sizes should be limited to 10 students. It is our intention to follow this as closely as possible.

Lower & Upper School: It is our intent to stay as close to the CDC’s suggested spacing as possible. Given the size of our classrooms, this means class sizes should be kept to a maximum of 12-14 students.

Limiting Contact Between Student Groups:

Until the danger of transmission has been reduced to a satisfactory level, we will be taking the following steps to reduce contact between student groups as much as possible:

- Chapel services will be held over the intercom.
- There will be no school-wide assemblies of any type.
- Lunch will be in the classroom, rather than in the activity center. Classes will not combine for lunch.
In the Lower & Upper Schools, mixing of classes for special areas and recess will be avoided to the degree possible. If a class is small enough that it needs to be combined with another class, it will always be combined with the same group.

Steps will be taken to avoid having large groups of students in the hallways at the same time. This may include schedule changes and restroom schedules, as well as the redirecting of student traffic.

In the ELC, mixing of classes will be strictly limited. This means:
  - Classes are NOT to be on the playground together. A playground schedule will be set-up and must be followed.
  - Students in the 2-year old and 3-year old rooms who remain after Noon dismissal are NOT to be combined for naptime.
  - There will be NO joint activities until the risk from the pandemic is under control.

The Use of Masks/Face Shields:

- Faculty ARE expected to wear masks or face shields when they ARE NOT social distancing (for example, when circulating and assisting students).
- Faculty ARE NOT expected to wear masks or face shields when they ARE practicing social distancing (for example, when teaching a class from the front of the room).
- Parents may wish for their students in grades K-8 to wear masks. This is an issue between parent and child and every family must make the decision with which they are comfortable. If parents wish for their students to wear masks, it is suggested that multiple reusable masks be used. Each mask should be laundered before re-use. There are also available online face shields for children that are attached to baseball-type caps. These will also be allowed during this time.
- NOTE: We have received notice that we will be receiving 4 launderable masks from the State of Tennessee for every student and staff member who want one.

Sanitation & Other Issues:

- Two of the 4 water fountains will be replaced with water bottle filler/fountain combinations. The water fountain function will be unavailable. The 2 remaining water fountains will also be unavailable. All students are expected to bring their own water bottles and to refrain from sharing with other students.
- Teachers should establish procedures within their classrooms that take into consideration the current situation (putting items in and out of lockers, walking in the hallways, etc.)
- The Custodial Staff personnel will be taking whatever extra steps are necessary to keep the building properly sanitized and as safe as possible. In common areas such as restrooms, faculty workrooms, and the front office, door handles, switches, will be wiped down at least every two hours. At the entrances to the building, door handles in both sides will be wiped down after students have arrived and school has started, when visitors have entered or exited the building, and after afternoon dismissal.
- Faculty members will be asked to wipe classroom surfaces such as door handles and light switches at regular intervals throughout the day.
School Supplies:

Please ensure that your child has adequate supplies throughout the year in order to avoid the sharing of items such as pencils, glue sticks, rulers, crayons, colored pencils, etc. Students often start the school year with an adequate supply of these items, but as the year progresses, items get used up or lost. We ask that you periodically ask your child or child’s teacher if they have adequate supplies.

Training:

Some time will be spent at the beginning of the school year familiarizing students with these new protocols and the importance of hand-washing and social distancing.

DISTANCE LEARNING OPTIONS:

This year, we will be utilizing Google Classroom as our distance learning platform. More information about how to use Google Classroom will be forthcoming as we get closer to the first day of school.

As long as the pandemic continues to pose a possible threat, distance learning will be available for students in grades K-8. Many school systems are requiring parents to decide whether they prefer distance learning or in-school learning and to stick with that decision for an entire 9-week period. At this time, we are not requiring parents to choose one option or the other. We recognize that even with safeguards in place, there may be times when parents will feel more comfortable having their child participate in our distance learning program rather than having their children physically present. These times may include (but are not limited to) the following:

- When there is a marked increase in local cases of the COVID virus.
- If the family has had recent visitors from out-of-state or from an area where there are large numbers of cases.
- If the family has recently traveled out-of-state or to an area where there are large numbers of cases.
- If the student has or an immediate family member has had close contact with someone with COVID-19. (Close contact means you were within 6 feet of a person with COVID-19 for at least 10 minutes.)

If you wish to take advantage of distance learning for any period of time, the following guidelines apply:

- We are required by both the State of Tennessee and our accrediting agency to keep careful attendance records. We must note whether a student is on distance learning or absent due to “normal” reasons. Our teachers also need to know if a student is participating in distance learning or is absent for other reasons. If you choose to take advantage of distance learning, you must notify the Head of School at gsharp@asestn.org of your intention. Such notification should occur (at the very latest) the evening before distance learning is to commence. Please include in your email the following information:
  - the dates you expect to take advantage of distance learning &
  - the reason for distance learning (see above)
• Note that all students who are participating in distance learning will be held to the same academic standards of those physically present, including keeping up with all due dates. In special area classes, students will be given an “at-home” assignment which must be completed.

SCHOOL CLOSURES:

We are aware that many of our parents are working and count on the school to remain open. For that reason, we would only close the entire school as a last resort (ie, if there were multiple cases in multiple grade levels). Rather, we would notify the parents of affected students that a possible exposure may have occurred, thoroughly sanitize the area in which a possible exposure may have occurred and give parents the option of taking advantage of distance learning until they are comfortable with sending their child back to school.

PE & EXTRA-CURRICULAR SPORTS:

ASES will be following the guidelines from the TN.GOV and TSSAA websites for sports & PE. What follows is current information available. **We will keep up to date on new guidelines as they are communicated to us and put them into place.**

Non-Contact Sports: Non-Contact sports and sporting activities are currently allowed.

“Noncontact sporting events and activities” mean sports that can be conducted while substantially maintaining appropriate social distancing, and that involve at most only close contact or proximity between participants that is incidental to the activity. **Such sports include, but are not limited to, baseball, softball, volleyball, golf, disc golf, tennis and other racket sports, cycling, track and field and running events, cricket, and equestrian. “** (TN.GOV)

**Volleyball** is a non-contact sport and will be allowed to be played with safety measures in place. Such safety measures include the following:

- Use electronic whistles
- Sanitize volleyballs every hour
- Do not switch sides between games
- Benches will be spaced appropriately
- No high fives
- Huddles will be distanced
- Substitutions will be non-contact

Contact Sports: For the time being, contact sporting events and activities are prohibited. This means that currently, no contact sports are allowed to be played or practiced.

“Contact sporting events and activities” are sports for which there is a requirement or substantial likelihood of routine, sustained close proximity or physical contact between participants. For example, some sports, such as wrestling are scored by impacting an opponent, while others, including football or rugby, require tackling of players. Others like basketball, soccer, lacrosse, competitive cheer, rugby, ice
and field hockey, rowing, mixed martial arts, wrestling, boxing, and other combat sports involve participants being in close, sustained proximity and likelihood of physical contact.” (TN.GOV)

**Conditioning & Training for Contact Sports:** "Contact sporting events and activities" does not include training or otherwise engaging in elements or aspects of such sports or activities in a manner that do not involve close contact with other persons.

**Spectators at Games & Matches:** Currently, the TN government only allows 50 people to gather in a gym following social distancing guidelines. Fans will be limited per game. Depending on the size of the teams and coaching staff, this will probably equal one fan per player. We will mark the bleachers with social distancing X’s, and fans will only be allowed to sit on these spots. Masks are encouraged but not required.

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**ASES MISSION STATEMENT**

*All Saints’ Episcopal School nurtures students while they discover and develop their God-given gifts and talents and grow intellectually, socially, emotionally, and spiritually. We provide well-rounded, individualized, and hands-on learning experiences in a caring and secure Christian environment which values excellence, service, and diversity.*