
Safety Protocol For In-School Classes During Covid-19

(as of September 29, 2020)

Personal Preventative Measures

- Handwashing with soap and water will be regularly enforced during the school day. An alcohol-based hand rub with 60% or more of alcohol antiseptic will also be used.
- At least 6-feet physical distance between each person will be maintained. *(As per TEA School Year 20-21 Public Health Planning Guidance, student desks can be less than 6-feet apart if proper hand sanitizing is maintained and increased ventilation provided in classrooms. Kirby Hall will do our best to allow for 6-feet distancing between desks if at all possible.)*
- Avoid touching your face.
- Cover mouth and nose when coughing or sneezing.
- Stay home if feeling unwell.
- Don't share food or drinks.
- Wear masks/shields properly – must cover both nose and mouth.

School Measures

- For students who will not be able to attend in-person lessons due to COVID-19 concerns, i.e. someone in household has symptoms or tested positive for COVID-19 or possible exposure to COVID-19, will be able to Zoom in during class time to enable these students to participate in daily lessons. Instructional live lessons will also be recorded and available to view.
 - Regular absences (illnesses and other) will be treated as normal wherein students will have time to make up missed lessons/homework and will not need to join via Zoom/Google Meet.
 - Each morning, Primer will enter the building through the back door located in the back parking lot behind the school and have their temperatures taken.
 - Kindergarten and First Grade will enter through the east parking lot gate. Teachers and/or aids will be there to take children's temperatures before entering the building.
 - All other grades will enter through the front doors as usual.
 - The gates will be locked at 8:00 am after the first bell rings. If you are late, please have your child enter through the front door where they will have their temperature taken before entering the building.
 - For regular end of day pickups, children will remain in their homeroom, and when their parent, guardian, or caretaker arrives, their child will be sent to the office and released to them.
 - Extended Day Pickup: Kindergarten children and above will be in the cafeteria. To adhere to the rule of not entering school for safety reasons, our extended day monitor will be set up at the cafeteria window so parents can walk up, sign out, and pick up their child.
 - Since face cloth coverings for Primer and Kindergarten students may be difficult to implement, Kirby Hall will be providing face shields for these students. These should be more comfortable and more acceptable for these age groups.
 - During the week of August 10, UV lights were installed in air handler coils and ducts with a 254 nm. This system has proven to kill up to 99.9% of bacteria, pathogens and mold.
 - We have replaced all current lidless toilet seats with seats that have lids to help stop the spread of pathogens.
 - Disinfecting of areas such as door knobs, drinking fountains, sink handles, P.E. equipment, etc., will take place daily.
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- Temperatures will be taken with infrared thermometers of everyone before entering the building. Those with a fever will not be allowed to enter. A temperature of 100.0 is considered a fever.
 - Visitors will be admitted on an absolutely need-only basis. We will take their temperatures, have them wear masks/shields and gloves.
 - Parents are asked not to enter the building unless absolutely necessary.
 - Continual disinfecting will take place each day and as often as necessary.
 - Students will bring water bottles to school and will only use water fountains to fill their bottles when needed.
 - Locker rooms will not be utilized and backpacks will be kept in the classroom.
 - Social distancing will be observed at all times.
 - Student desks will be paced a minimum of 6-feet apart when possible. When not possible, we will follow the TEA School Year 20-21 Public Health Planning Guidance and plan for more frequent hand sanitizing and increased airflow from outdoors.
 - Face masks/shields are required for all inside our building.
 - Teachers who use face shields will do so when teaching at a safe distance of six or more feet from students. If providing one-on-one instruction for a dedicated amount of time in close proximity to a student, teachers will switch to a face mask.
 - Masks must fit securely over the nose and mouth and not hang openly below as with a bandana.
 - Outside breaks from face masks/shields will be incorporated into the daily schedule.
 - Outside classes will be held as often as possible.
 - Students will not be moving between classes – grades will be assigned specific rooms and teachers will rotate to the class rooms. Minimal movement will take place by 8th grade through Upper School students due to different subjects within a class.
 - Lunches will be eaten inside classrooms or outside weather permitting.
 - All supplies will be labeled with students' names and only that student will use those items.
 - An isolation area, which will be cleaned and disinfected after each use, will be available for anyone feeling ill or showing any of the Coronavirus symptoms.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following question: Have they recently begun experiencing any of the following in a way that is not normal for them?

- Feeling feverish or a measured temperature greater than or equal to 100.0 Fahrenheit
 - Loss of taste or smell
 - Cough
 - Difficulty breathing
 - Shortness of breath
 - Fatigue
 - Headache
 - Chills
 - Sore throat
 - Congestion or runny nose
 - Shaking or exaggerated shivering
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COVID-19 Symptoms (continued)

- Significant muscle pain or ache
- Diarrhea
- Nausea or vomiting

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. The definition of close contact is evolving with our understanding of COVID-19, and individual scenarios should be determined by an appropriate public health agency. In general, close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on); or
- b. being within 6 feet for a cumulative duration of 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.

Either (a) or (b) defines close contact if it occurred during the infectious period of the case, defined as two days prior to symptom onset to 10 days after symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, the infectious period is defined as two days prior to the confirming lab test and continuing for 10 days following the confirming lab test.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed above) must stay at home throughout the infection period, and cannot return to campus until they are screened to determine any of the below conditions for campus re-entry have been met:

- In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 - i. at least one day (24 hours) has passed since recovery (resolution of fever without the use of fever-reducing medications);
 - ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 - iii. at least ten days have passed since symptoms first appeared.
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis or (b) obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for COVID-19.
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Identifying Possible COVID-19 Cases on Campus

- Any student who shows COVID-19 symptoms while at school will be immediately separated until the student can be picked up by a parent or guardian.
- All areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) will be disinfected as soon as is feasible.
- Students who report feeling feverish will be given an immediate temperature check to determine whether they are symptomatic for COVID-19.

Practices to Respond to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School:

1. If an individual who has been in the school is lab-confirmed to have COVID-19, Kirby Hall will notify our local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).
2. Areas will be closed off that were heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas can be disinfected, unless more than 7 days have already passed since that person was on campus.
3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, Kirby Hall will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate in any on-campus activities.

Travel and Quarantine

The following is important to maintain the safety of all Kirby Hall families and faculty.

- Kirby Hall families should complete summer travel by August 24 and refrain from travel prior to the first day of school -- expected to be September 8.
- If you have traveled either internationally or to one of the U. S. states designated as high risk, you will need to quarantine 14 days before returning to school.

Library

The Kirby Hall School library is used by teachers and students for resource materials, pleasure reading, and library classes when permitted. To maintain safety during COVID-19 the following safety policies will be followed.

- To avoid the handling of library books by too many individuals, library books will be checked out by either the student's teacher or by a staff member.
 - Library books will remain in student classrooms and will not be taken home.
 - Library books will be returned to the teacher who will return them to the library.
 - Returned library books will be held for 72 hours prior to being shelved and available for check-out.
 - The library will not be used for early drop-off for grades Primer through 5th. Students will be supervised in the cafeteria until the first bell rings.
 - The library will be available for early drop-off for grades 6th through 12th. Students will be supervised in the library until the first bell rings. These students will maintain social distancing at all times. During this time, the handling of library materials, computer, etc., will not be permitted.
 - The library will not be used for extended day or any other school activity in order to maintain as clean an environment as possible.
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