

# Health & Safety Plan Policies and Procedures

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# General Considerations & Guidelines

- These policies will be continually evaluated and updated by the school with input from the CDC, the Pennsylvania Department of Education, national public health institutions, and local health authorities.
- If a student or a staff member has a confirmed diagnosis of COVID-19, The Grayson School will notify our community as required by local health officials, while protecting the individual's privacy.
- **Grayson families and staff members must inform Amy Stoios, the pandemic coordinator, immediately if they or any member of their household tests positive for COVID-19 or if they come into direct contact with an infected individual.**

## Parent and Guardian Visitor Policies

Parents and guardians are permitted to enter the building by appointment. All parents and guardians must wear a mask inside and complete a symptom screening. All parents and guardians may be asked to present their proof of vaccination, if they are vaccinated.

### Visitor Policies

Visitors will be limited and by appointment. All visitors are expected to follow all health and safety protocols including wearing a mask indoors at all times. All visitors may be asked to present their proof of vaccination, if they are vaccinated.

## Safety Protocols

### Masking

- Masks are required indoors.
- Masks must completely cover the nose and mouth and fit snugly without gaps. Masks must be non-valved, multilayer cloth or disposable masks. Gaiters are allowed as long as you wear two gaiters or fold the gaiter to create two layers. Masks will be available to any student or staff member who requests one.
- Mask breaks of no longer than 10-minutes are allowed with social distancing and teacher permission.

- Adults should wear masks outside. Students should be strongly encouraged to wear masks outside when social distancing is not possible.
- Employees may remove their masks if they are alone in a room with a closed door, or to eat or drink indoors with other employees in the room if they are able to maintain six feet of social distancing. The goal should be to keep the mask-off time to no more than 10 minutes. Employees should avoid removing their masks when students are around.

## Classrooms

- Student work areas are arranged to allow for students to be 6 feet apart to the maximum extent possible in our instructional spaces. Our small classes and overall small school size allow us to do this in most situations. When 6 ft is not possible, work areas will be no closer than 3 feet apart.
- Students are allowed to take a “mask break” to last no longer than 10 minutes at their desks if they are 6 feet apart. If a student needs to move about the classroom, they need to be wearing their mask. If someone approaches a student’s desk to speak with them, the student needs to have their mask on.
- High touch surfaces will be cleaned daily.
- Hand sanitizer is available in all classrooms.

## Hallways

- Teachers will escort students in the hallway and will encourage social distance between students when traveling in the hallways.
- All staff, students, and visitors will be directed to wear masks in the hallways.

## Lunch and Recess

- All staff and students will be socially distant when they eat meals and snacks.
- We will hold lunch outside to the degree possible.

## Physical Education and After School Athletics

- Physical education classes and after-school athletics will be held outdoors or in the gym with social distancing to the maximum extent possible.

## Transportation

- Mask use is required on all district transportation, regardless of district policy.
- Transportation provided by The Grayson School will be cleaned after each route.
- Social distance will be created between the children on the school van by spacing seating. Family members are encouraged to sit together.

## Monitoring Student & Staff Health

The Grayson School understands the importance of having students physically present in school when prudent, to support both their holistic growth and their families' needs. A critical strategy to achieve this goal long-term is for **all members of the community** to stay home if they meet any of the following school exclusion criteria.

### School Exclusion based on known exposure to COVID-19 where the individual remains asymptomatic

Any **vaccinated members** of the community who have come in close contact (defined as greater than 15 minutes of interaction less than 6 feet away) with an infected individual must quarantine until they receive a negative COVID PCR test. **Please note that the testing must be done 3-5 days after exposure.**

All **non-vaccinated individuals** who have come in close contact (defined as greater than 15 minutes of interaction less than 6 feet away) with an infected individual must quarantine at home for 10 days from the date of last exposure. Quarantine can end at day 7 with a negative COVID PCR test and no symptoms. **Please note that the testing must be done at least 5 days after exposure.**

### For Individuals with a COVID-19 Diagnosis

All individuals, **regardless of vaccination status**, who are diagnosed with COVID-19 must self-isolate for 10 days.

- Asymptomatic individuals begin self-isolation from the date of the positive test result.
- Symptomatic individuals begin self-isolation from the date of the onset of symptoms. They should isolate for 10 days from symptom onset AND 24 hours after fever resolution without the use of fever-reducing medication if no other symptoms develop AND improved respiratory symptoms.
  - Note: a COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return to school.

### School Exclusion Based on Symptoms

- Students and staff members must remain home if they exhibit any of the following symptoms listed below, **regardless of vaccination status**. These symptoms reflect what is included in the screening tool on our school app which is based on current CDC guidelines.
  - Fever or chills
  - Cough, shortness of breath, or difficulty breathing
  - Fatigue
  - Muscle or body aches, headaches
  - New loss of taste or smell, sore throat, congestion, or runny nose
  - Nausea or vomiting, diarrhea
  
- Students and staff members may return to school as follows:
  - **Individual with fever only and no known exposure:** 24 hours after fever resolution without the use of fever-reducing medication if no other symptoms develop.
  - **Symptomatic individual who tests negative:** 24 hours after fever resolution without the use of fever-reducing medication AND improved respiratory symptoms.
  - **Symptomatic individual who tests positive:** 10 days from symptom onset AND 24 hours after fever resolution without the use of fever-reducing medication if no other symptoms develop AND improved respiratory symptoms.
  - **Symptomatic individual not tested:** 10 days from symptom onset AND 24 hours after fever resolution without the use of fever-reducing medication if no other symptoms develop AND improved respiratory symptoms;
  - If a student or staff member exhibits a minor symptom (i.e. runny nose) and a doctor establishes an alternative diagnosis (i.e. seasonal allergies), the student may present a doctor's note to confirm the presence of an alternate diagnosis that explains symptoms.
  - School exclusion based on symptoms only applies if students and staff members directly experience symptoms—not if a member of their household experiences symptoms. Grayson may adjust these guidelines as new guidance is used by the CDC and the health department in addition to local data.
  
- **Geographic Exposure:** If regional travel restrictions become necessary as prescribed by the CDC and Health Department, Grayson will follow the guidance provided.

## Notification Policies

- If a student or staff member has a confirmed diagnosis of COVID-19, Grayson will notify needed parties as required by local health officials. Grayson families and staff members should inform the school immediately if they or any member of their household tests positive for COVID-19 or if they come into direct contact with an infected individual.

- Policies will be evaluated and updated by the school throughout the year with input from the CDC, the Pennsylvania Department of Education, national public health institutions, and our local health authorities as appropriate.
- All families, faculty, and staff will be notified of school closures and or changes in protocols.

## Remote Learning

- Remote learning will be available on a limited basis for students who medically need to be excluded from in-person learning for more than 2 school days.
- Students who are excluded from school with a medical excuse for more than 2 school days are encouraged to participate in Grayson’s remote learning program, if they feel well enough to do so.

# Daily Health Plan for Students

## Symptom Screening at Home

- All students and staff must take their temperature each morning prior to coming to school to confirm that they do not have a temperature above 100 degrees.
- Families must complete a daily screening log for their student(s) each day via The Grayson School App that indicates that they have no symptoms.
- Families will receive detailed guidance on screening for symptoms, taking a child’s temperature, and using the app prior to the beginning of the school year.
- At drop-off, the team on duty will verify that each student’s daily log has been received.
  - For parent/guardian drop-off: the student may not exit the car until the log has been received.
  - For busing, carpools, and public transportation: students whose parents or guardians have not yet submitted their daily log will wait in a designated space until staff contacts the parents.
  - For students who arrive after the standard drop-off window (e.g. Pre-K, Upper School, late arrivals), the front desk staff will verify that the log has been received before buzzing the student in.
- Please note all families should follow normal guidelines if your child presents with any of the following symptoms.
  - Vomiting and/or diarrhea: students must be vomit/diarrhea free for 24 hours before returning to school.

- Persistent cough, sore throat, and/or yellow or green drainage from the eyes or nose: students must be symptom-free for 24 hours.

## Drop-Off & Pick-Up Procedure

During drop-off and pick-up windows, parents and guardians must remain in their cars at all times.

- Students who arrive after the standard drop-off window (e.g. Pre-K, Upper School, late arrivals) will be buzzed in. Parents or guardians who escort young children to the door must wear a mask. A staff member will meet them at the door to escort young children to their classroom. Parents and guardians who need to collect their students before the pick-up window will pull up to the curb and call the school; the student will be escorted to the car by a staff member.

## Isolation Policies at School

- Any student on school property who exhibits COVID-19 symptoms per symptom screening guidelines or report of a positive COVID-19 test, will be directed immediately to the isolation area.
- We have designated an isolation area to separate anyone who exhibits COVID-19 like symptoms until the individual is able to go home.
- Facilities staff will thoroughly clean and disinfect the isolation area after each use.
- If a student has a temperature of 100 degrees or higher, or presents with other school exclusion symptoms (see **Exclusion Based on Symptoms**):
  - The student will be put in isolation and given water; after 15 minutes, the temperature will be retaken.
  - If the temperature remains 100 degrees or higher (or if other school exclusion symptoms persist), parents/guardians will be contacted to pick up the student within 60 minutes, unless extenuating circumstances require additional time.
  - If the school is not able to get in touch with parents/guardians within 30 minutes, the emergency contact(s) will be notified.
  - When the parent or designated driver arrives, they will call the school. The student(s) will be escorted to the car.
  - **Please note it is imperative that emergency contacts be updated on a regular basis.**

## Cleaning, Sanitizing & Disinfecting

We have developed a multifaceted plan to address cleaning, sanitizing, disinfecting, and ventilation of our building.

## Facilities Cleaning and Disinfecting

- Our facilities team will disinfect high touch areas daily.
- The school will purchase adequate supplies and carefully monitor inventory to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, hand sanitizer stations, and trash cans.
- Our facilities team and all employees will follow school-approved guidance on cleaning and disinfecting.

## Personal Cleaning and Disinfecting

- Hand sanitizer will be readily available in common areas, hallways, and classrooms.
- Signs will be posted on how to help stop the spread of COVID-19, including properly washing hands, properly wearing a mask, and following everyday protective measures.
- Teachers will provide direct instruction and reminders about hand washing, hygiene, mask wearing, and sanitizing.
- The school has installed touchless bottle filling stations. Students should bring a clean reusable water bottle to school each day and can refill as needed.

## Ventilation & Air Filtration

- Learning spaces, hallways, and bathrooms all have HEPA air filters.

## References

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- CDC: [Guidance for COVID-19 Prevention in K-12 Schools](#)  
American Academy of Pediatrics: [American Academy of Pediatrics Updates Recommendations for Opening Schools in Fall 2021](#)  
CHoP: [Guidance for In-person Education in K-12 Educational Settings](#)

**CHoP: [Policy Lab Blog: COVID-19 Outlook: A Summer Resurgence as Schools Plan for Fall](#)**