



RETURN TO SCHOOL 2020-21

AS OF AUGUST 14, 2020



**ST. JOHN'S**  
EPISCOPAL SCHOOL

# INDEX

WHAT CONSTITUTES SUCCESS AT ST. JOHN'S? .....	3
RETURN TO SCHOOL PLAN.....	4
LEARNING MODELS .....	5
HEALTH AND SAFETY PROTOCOLS .....	7-12
PHYSICAL DISTANCING IN SCHOOL SETTING .....	13
CARE OF STUDENTS AND STAFF WHO BECOME ILL AT SCHOOL .....	14-16
ISOLATION AND PPE STANDARDS IN THE HEALTH OFFICE .....	17
COMMUNICABLE DISEASE MONITORING.....	18
SCENARIO PLANNING – PARENT RESPONSIBILITY .....	19-23
RESOURCES .....	24-25
IN CASE OF ILLNESS.....	26
SCHOOL-WIDE PROCEDURES .....	27-28
STUDENT LIFE ON CAMPUS.....	29
LOWER SCHOOL – PK, TK, K .....	30
LOWER SCHOOL – 1ST & 2ND .....	31
LOWER SCHOOL – 3RD & 4TH .....	32
MIDDLE SCHOOL.....	33
STUDENTS' SOCIAL AND EMOTIONAL WELL-BEING.....	34-35
ATHLETICS.....	36
TECHNOLOGY .....	37
PREPARING FOR TRANSITIONS.....	38
LEADERSHIP TEAM .....	39
HELPFUL RESOURCES .....	40
GLOSSARY OF TERMS .....	41-42

# WHAT CONSTITUTES SUCCESS AT ST. JOHN'S?

- Creating and maintaining an on-campus learning environment in which all constituents adhere to health and safety protocols.
- Caring for colleagues, students, and families while accepting that we are not here to be right, but to get it right, and that right will be a moving target that requires patience, determination, adaptation, and humility.
- Delivering flexible learning models that provide students with a St. John's education and experience irrespective of whether they learn at School or at home; respecting families' decisions regarding the choices they make for their children.
- Creating consistency for students to balance the inconsistency in the world around them and to help them transition between learning models in ways that are safe and predictable.
- Deepening our understanding of and abilities to use technology to fulfill our individual responsibilities.
- Adapting curriculum by identifying key skills and content areas and focusing instruction on those.
- Communicating clearly, regularly, and positively to share progress, provide feedback and ask for assistance.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# RETURN TO SCHOOL PLAN

As we anticipate returning to School this fall, St. John's remains committed to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment.

Our top priority is the health and well-being of our students and employees when we return to School for the 2020–21 academic year. We continue to monitor local, state, and national directives related to COVID-19, and that guidance informs our operating procedures. Our goal is to mitigate risk while conducting School in person and on campus, and the sections that follow provide information about that approach, as well as about the alternative solutions we will be prepared to activate. As new health guidelines and safety protocols are published, we will update this plan to best serve the needs of our community.

To acclimate students to our new School procedures, we are adjusting our plans. The first day of School will be Tuesday, September 8. Lower School students will attend in person; Middle School students will attend remotely on Tuesday, September 8, and attend in person beginning Wednesday, September 9. This will help us provide appropriate oversight as we welcome our Lower School children back to campus. Please note that all students will have a full day of classes on Tuesday, September 8. If this planned schedule changes, we will communicate any updates by email.



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# LEARNING MODELS



## ST. JOHN'S ON CAMPUS

In this model, St. John's will deliver instruction on campus with students present while using all available on-campus spaces to maximize physical distancing during the school day and creating cohorts of students to limit contact chains and minimize transmission. Employees and students will follow additional health and safety protocols as recommended by the Centers for Disease Control and Prevention (CDC), Texas Education Agency (TEA), and Dallas County Health and Human Services (DCHHS).

## ST. JOHN'S AT HOME

We also recognize that when operating in an on-campus state, there may be (a) students whose families choose for them to remain off campus for the first nine weeks (mid-semester) due to health concerns or (b) individuals or cohorts who are required to quarantine at home for a specified period of time. Those students will participate in St. John's At Home. In this model, our physical campus remains open for the majority of students, and specified students continue their learning at home. We will deliver instruction in a hybrid model, with a faculty member assigned to students to facilitate learning through synchronous assistance and asynchronous lessons. Parents will support students as a "learning coach" and ensure they have access to a device, a place to work, and are engaged in virtual learning activities.

## ST. JOHN'S REMOTE CAMPUS

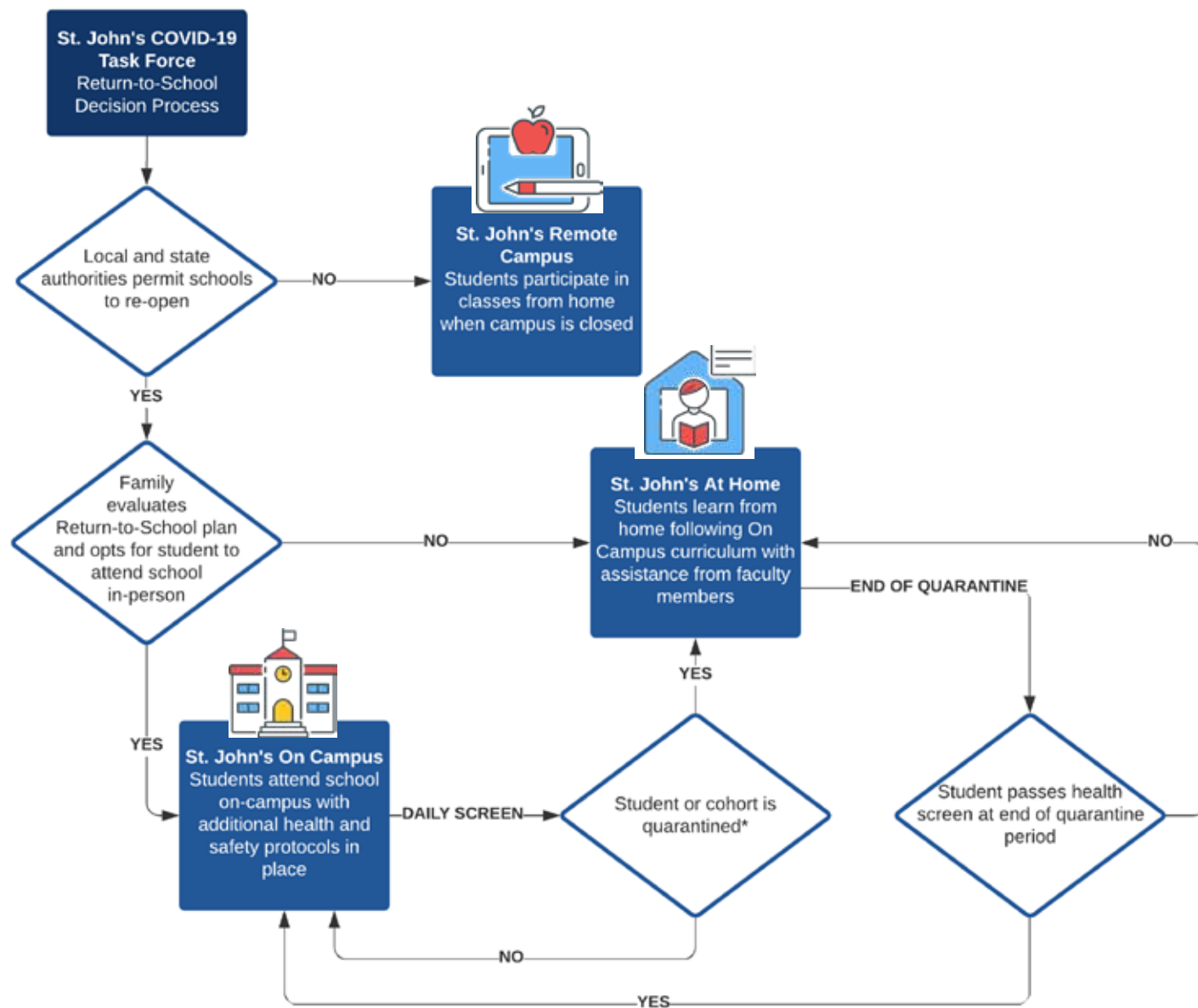
Should St. John's be directed to close the physical campus for health or safety reasons, we will activate remote learning, in which all learning will take place virtually. Using the feedback about spring virtual learning received from faculty, parents and students, we have adjusted our approach to provide a more integrated experience for students when they are learning remotely.

St. John's Remote Campus differs from the Spring 2020 Virtual Learning Program in that it provides an academic program that more seamlessly transitions between on-campus and remote learning.

Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# DECISION PROCESS

We plan to begin the 2020–21 school year with on-campus classes, and the St. John's COVID-19 Task Force continues to regularly monitor government regulations to inform our decision-making process. We understand that families may choose for their children to remain at home and participate in St. John's At Home, and that option does exist. We will continually evaluate and adapt, as necessary, the learning models we offer.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

\* Details will be provided in subsequent communication.

# HEALTH AND SAFETY PROTOCOLS

## COVID-19 RETURN TO SCHOOL OPERATIONS AND HEALTH PLAN

St. John's is responsible for protecting the health and safety of our students, faculty, staff, and visitors while on campus, and we will follow guidelines for schools set forth by the Centers for Disease Control and Prevention (CDC) and Dallas County Health and Human Services Department (DCHHS).

## PROMOTING BEHAVIORS THAT REDUCE THE SPREAD

Administrators will educate students, parents, faculty, and staff on the symptoms of COVID-19 and the importance of a student staying home if they have any of the symptoms or if anyone in the household tests positive for the disease. There is currently no method to screen daily for asymptomatic infected people, so proper social distancing must be performed.

- Signs will be placed throughout the campus to remind students, faculty, and staff to practice safe hygiene habits and to recognize the symptoms of COVID-19.
- If a student, faculty, or staff member becomes ill while at School, the decision tree (to be provided by DCHHS) will be followed.
- Training for teachers and staff regarding COVID will be provided by the School. This includes Texas A&M AgriLife Special Considerations for Infection Control during COVID-19.

## LEARNING MODEL DECISION AND SCREENING PROCESS

We understand that choosing the best learning model for each child can be difficult. The CDC has released a decision tool <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/decision-tool.html> for parents to help them decide whether their family should choose either the At Home or On Campus learning model. St. John's will support families whether learning from home or on campus. Additionally, with the health of students, faculty, staff, and our community in mind, we are putting screening measures in place to limit the spread of COVID-19 within the School setting.

# HEALTH AND SAFETY PROTOCOLS

## STUDENT SCREENING

Parents must screen their child/children using SchoolPass prior to coming to School. The screening involves taking the student's temperature and checking for the following:

Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
- Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19

If these symptoms are present, students must stay home. Parents are asked to report to the School Nurse if their child becomes ill with COVID-19 symptoms or a close family member is diagnosed.



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# HEALTH AND SAFETY PROTOCOLS

## FACULTY AND STAFF SCREENING

Sick faculty and staff are required to stay home as per School guidelines. Faculty will self-screen based on the following:

Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
- Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19

If these symptoms are present, the faculty or staff member must stay at home, report to their supervisor and the School Nurse, and complete a Health Reporting Form. As part of our procedures, St. John's will have a screening process and a detailed reporting tool to assess and track any potential cases of

# HEALTH AND SAFETY PROTOCOLS

## VISITORS

- Nonessential visitors, volunteers, and activities involving external groups or organizations will not be allowed on campus at this time.

## VENDORS

- All vendors coming to campus will be asked to fill out a screening form before coming to campus.
- Temperature screening will be completed prior to being allowed on campus.
- All vendors must wear a mask while on campus. If they do not have one, a mask will be provided.

## PHYSICAL DISTANCING PRACTICES

- To the extent possible, faculty, staff, and students will maintain at least six feet of distance between each person.
- Student seating will be arranged to maximize the space between students and to minimize opportunities for transmission.
- Carpool schedules have been staggered for arrival and departure for each division.
- Students should maintain physical distancing during arrival and departure.
- Faculty, staff, and students will not be permitted to congregate in common areas.

## HANDWASHING AND RESPIRATORY ETIQUETTE

- Students, faculty, and staff should wash their hands for at least 20 seconds upon arrival to School and prior to leaving campus each day. If hand-washing facilities are unavailable, sanitizer may be used.
- Hands should be washed/sanitized before leaving the classroom, before lunch, after lunch, and after recess.
- Students, faculty, and staff must cover coughs and sneezes with a tissue or sneeze/cough into their elbow. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- If soap and water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

# HEALTH AND SAFETY PROTOCOLS

## FACE COVERINGS

The St. John's face-covering policy meets DCHHS and CDC requirements. Masks must be worn from the time a student or employee exits a car (or enters campus in the case of walking/biking) until he or she returns to the car or exits campus. Students may remove masks when maintaining six feet of distance from another person if provided permission by a faculty member, such as when eating or drinking or taking breaks outdoors. Faculty may allow students to remove masks during recess and P.E. if students are outdoors and maintaining physical distance. Employees may remove masks when working alone in a classroom or office. Masks are part of the safety protocols and are a required part of the uniform.

- Masks must fully cover the nose and mouth, fit snugly against the side of the face, allow for breathing without restriction, and be comfortable enough to be worn all day or for extended periods of time.
- Masks must include multiple layers fabric or be disposable surgical masks (not N95 masks).
- Masks must be secured with adjustable or elastic loops. No tie closures.
- Masks may not have vents.
- Bandanas, gaiters, and gaping or flowing face coverings are not permitted.
- Face shields are not considered equivalent to face masks and are not permitted by students unless they are worn in addition to a mask.
- Faculty may use a face shield when actively teaching in a classroom and maintaining 6' physical distance from any other person.
- Masks may not have any written messages. Any pattern or design on a mask should be appropriate for a PK-8th grade school. If a mask distracts from learning, the student will need to replace it.
- Students should have an extra mask with them each day.

# HEALTH AND SAFETY PROTOCOLS

## MAINTAINING HEALTHY ENVIRONMENTS

Cleaning and Disinfection - We are always mindful of and exercise preventative measures around illness at School, and we have implemented several standards to ensure our campus is regularly cleaned and disinfected to maintain the health and well-being of our community. These include but are not limited to:

- Signage in and near the restrooms with reminders about healthy hygiene habits.
- Communications from the Clinic to teach effective handwashing and preventative practices.
- Faculty and staff education regarding the signs and symptoms of illness in our community
- Increased monitoring by the School Nurse for COVID-19 symptoms.
- Hand sanitizing stations throughout the School.
- Increased cleaning and disinfection of all horizontal surfaces, water bottle fountains, and fixtures (i.e. doorknobs).
- Increased disinfecting in rooms and common areas.
- Enhanced air filtration system to electrostatically clean our HVAC coils which will dramatically increase ventilation throughout the School. This will enhance our air circulation and quality by circulating fresh air into the building from outside.
- Nightly deep cleaning of classrooms and common areas with EPA-approved disinfectants.

# PHYSICAL DISTANCING IN SCHOOL SETTING

## SHARED OBJECTS

- Each child's belongings will be kept separated from others and in individually labeled containers, cubbies, or areas.
- Students will not share cubbies.
- Students will not use lockers.
- Students will have access to individual supplies to minimize sharing of high-touch materials.
- Electronic devices, toys, books, and other games or learning aids will not be shared.
- Students, faculty, and staff are asked to bring their own water bottle to fill in the touchless water fountains. Single use water fountains will be closed for drinking.
- Students should not bring unnecessary items from home to School.

## MODIFIED LAYOUTS

- Student seating will be arranged to maximize space between students and minimize opportunities for transmission.
- Distance will be maintained between children on school buses by seating children one child per or skipping rows when possible.

## PHYSICAL BARRIERS

- Barriers including sneeze guards and partitions in areas where it is difficult to maintain six feet of physical distance will be installed (e.g., reception desks).
- Signage will serve as a reminder for employees and students to remain at least six feet apart in lines and at other times (e.g. carpool, recess, etc.)

# CARE OF STUDENTS AND STAFF WHO BECOME ILL AT SCHOOL

## PHYSICAL LAYOUT OF ST. JOHN'S EPISCOPAL SCHOOL HEALTH SERVICES

- In order to prevent the spread of infectious disease at School, our health services will be divided into two fully separate areas. A sick side (Clinic) and a well side (health office).
- Students who are ill will enter the Clinic (fever, stomachache, headache, nausea, vomiting, etc.).
- Students who need first aid for injury, medications, or consultation and/or treatment for a non-contagious condition (diabetes, asthma) will enter the health office.
- There will be two rooms in the Clinic designated as isolation rooms.
- Both areas will be staffed by a registered nurse or other medically licensed professional.

## ISOLATE AND TRANSPORT THOSE WHO ARE SICK

- Students, faculty, and staff will perform daily at home health screenings according to School policy. If they are experiencing any symptoms of COVID-19, they should stay home and notify the School Clinic (the designated COVID-19 point of contact).

### Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

### Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
  - Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19
- If a student/employee has a new symptom (e.g., new loss of smell only) with no other diagnosis to explain the symptom, he or she must remain home and talk to a health care provider about testing for COVID-19, even if it is the only symptom he or she is experiencing.

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# CARE OF STUDENTS AND STAFF THAT BECOME ILL AT SCHOOL

- Students, faculty, and staff should also notify the Clinic if they test positive for COVID-19 or have been in close contact a) being directly exposed to infections secretions (e.g., being coughed on); or b) being within six feet without a mask for a cumulative duration of 15 minutes; if either occurred at any time in the last 14 days at the same time the infected individual was infectious. The decision tree (to be provided by DCHHS) should be followed.
- Students who present to the Clinic with COVID-19 symptoms will be put in an isolation room on the sick side of the Clinic and cared for by the nurse. The nurse will contact parents to pick the student up and follow the decision tree (to be provided by DCHHS). Students need to be picked up within 30 to 45 minutes of the call from the Clinic. All parents should secure a back-up person who can be ready to pick up their child if a parent is unable to do so.
- Faculty and staff who become ill with COVID-19 symptoms will notify the Clinic and their supervisor by phone/email and go home or to a healthcare provider depending on the severity their symptoms. They should then follow the decision tree (to be provided by DCHHS). If a faculty or staff member is severely ill and unable to get home unassisted, he/she will report to the sick entrance of the Clinic and wait for transportation in an isolation room.
- If an ambulance must be called for a student or faculty/staff member, the nurse will alert the EMS that the person may have COVID-19.
- Clean and Disinfect – Areas used by a sick person will be closed off and will not be used until after appropriate cleaning and disinfecting has occurred.

## NOTIFY HEALTH OFFICIALS AND CLOSE CONTACTS

- The School Nurse will fill out an illness report form when the Clinic is notified of an employee, student or a close contact of an employee or student becomes ill with COVID-19 like symptoms.
- In accordance with state and local laws, the School Nurse will notify local health officials of any suspected or confirmed cases of COVID-19 in the School community.
- Communication will be sent to parents, faculty, and staff of any case of COVID-19 in School while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA).
- DCHHS officials will inform those who have had close contact with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms and follow CDC guidance if symptoms develop.

# CARE OF STUDENTS AND STAFF THAT BECOME ILL AT SCHOOL

If a child tests positive for COVID-19, the members of that student's cohort or advisory group who have had close contact (within six feet for 15 minutes or more) will be sent home to quarantine and self-monitor for 14 days. Any teachers who have had close contact will also be required to quarantine for 14 days.

## CLEANING AFTER A POSITIVE OR PRESUMPTIVE POSITIVE CASE OF COVID-19

- All students will be moved from the affected classroom/area to another classroom. The student's belongings from the class should travel with them. A sick student's belongings should travel with them to the Clinic and then home.
- Clean and Disinfect
- Areas will be closed off that are heavily used by the individual with the lab-confirmed case until the non-porous surfaces in those areas can be disinfected, unless more than seven days have already passed since that person was on campus.
- Staff will wait at least 24 hours before cleaning and disinfecting if possible.

## RETURN TO SCHOOL GUIDELINES

- Sick students, faculty, and staff members should not return to School after a COVID-19 diagnosis until they have met CDC's criteria to discontinue home isolation.
- If a student, faculty member, or staff member has symptoms of COVID-19 or a positive test for COVID-19, they should only return to School after they have been free of fever for 24 hours without the use of medication AND symptoms improved AND it has been 10 days since symptoms first appeared.
- If a student, faculty member, or staff member has reason to believe they have COVID-19 (i.e. symptoms or exposure) the School recommends to get tested for COVID-19. If they choose not to be tested, they will stay home until they have been free of fever for 24 hours without the use of medication AND symptoms improved AND it has been 10 days since symptoms first appeared.
- If the person tested positive for COVID-19 but never had symptoms, and if they continue to have no symptoms, they can return to School after 10 days have passed since the day the positive test was performed.
- A person may return to campus after a negative test.

# ISOLATION AND PPE STANDARDS IN THE HEALTH OFFICE

## UNIFORM AND STANDARD PPE DURING PANDEMIC

- Nursing staff will wear a disposable surgical mask for all interactions.
- Nurses will also wear medical scrubs with closed-toe shoes on a daily basis.
- Universal precautions will be taken with all patients including:
  - Wearing medical grade gloves
  - Washing hands before and after each office encounter/intervention. Soap and water scrubbing for 20 seconds is the preferred method. Hand sanitizer with at least 60% alcohol is also acceptable. Handwashing must be done in the case of gross soiling.
  - Students with fever, cough, shortness of breath and/or other symptoms of COVID-19 will be placed in a surgical mask and isolated in a separate room.
  - Nurses should try to keep close physical contact minimal and get those who need to be isolated into a separate room within 10 minutes in order to minimize exposure time.
  - Nurses should maintain six feet of physical distance from patients when possible.
  - When entering isolation rooms additional PPE may be donned such as face shield, goggles, N95 mask, gown and/or shoe covers if indicated by patient's condition and nurses' clinical judgment of likely exposure.
  - PPE that is donned for an isolation room should be taken off and disposed of upon the room.

## ADDITIONAL NOTES:

- Schools are not expected to identify or diagnose cases of COVID-19.
- Symptoms of COVID-19 are individualized and variable, and sometimes not present.
- The CDC has recognized that the primary symptoms are FEVER, COUGH, and SHORTNESS OF BREATH. However, children frequently present with GI symptoms.
- Because the symptoms of COVID-19 are so variable and can be mild, the School will err on the side of extreme caution and children without fever who continue to complain of symptoms will be sent home for evaluation.
- The School's illness policy will remain in place for non-COVID-19 diagnoses: students with fever (temperature of 100°F or greater) or contagious symptoms (vomiting, diarrhea) will be sent home from School. Students should be free of fever and/or free of symptoms such as vomiting and diarrhea for 24 hours without medication before returning to School.
- Respiratory treatments using nebulization will no longer be permitted at School.

*Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>*

# COMMUNICABLE DISEASE MONITORING

## INTERNAL

- Nursing staff will collaborate with attendance staff to record symptoms when students call in sick.
- Nursing staff will monitor community illness for communicable disease trends.
- Nursing staff will maintain communications with DCHHS and report increases in absences.  
DCHHS will provide guidance and recommendations for potential School closure
- If there is a positive COVID-19 case in our school, this is a reportable condition (although likely reported by a healthcare provider first). Nursing staff will call DCHHS to report/verify.

## EXTERNAL

- Nursing staff will maintain ongoing monitoring of local, national, and global health trends.
- Nursing staff will follow up-dates from DCHHS regarding community-specific communicable disease concerns, planning, and interventions.

## CONSIDERATIONS FOR CLOSURE OF SCHOOL

- Nursing staff and administration will consult with DCHHS and use CDC guidelines regarding interventions when considering School closure.
- Nursing staff will coordinate with the communications department for notification to parents, faculty, staff promptly in case of School closure or outbreak of COVID-19.
- In accordance with state and local laws and regulations, school administrators will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act.
- St. John's will inform those who have had close contact at School with a person diagnosed with COVID-19 to stay home and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

# SCENARIO PLANNING— PARENT RESPONSIBILITY

What do I do if?

## **1** *My child has one or more symptoms of COVID-19:*

Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
- Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19
- Do not send your child to School for at least 10 days since symptoms first appeared AND
- Until they have been without symptoms and fever-free for 24 hours.
  - except loss of smell/taste, which can take longer to come back.
  - fever free without use of fever reducing medication.
- Your child should observe the isolation guidance issued by the CDC.
- Please consult your family doctor or pediatrician.
- If a COVID-19 test is performed, please refer to Scenario 3 or 4 depending on the result.

Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

## 2 *My child is well, but someone else in the household has one or more of the common symptoms of COVID-19:*

### Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

### Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
- Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19
- Do not send your child to school for at least 14 days.
- 14-day quarantine period starts on the last day of known exposure to the sick individual in the household.
- Your child should observe the quarantine guidelines issued by the CDC and avoid close contact with the symptomatic person.
- Only send your child back to School if he/she does not develop symptoms during the quarantine period.

# SCENARIO PLANNING— PARENT RESPONSIBILITY

## 3 *My child has tested positive for COVID-19*

- Do not send your child to School for at least 10 days since symptoms first appeared AND
- Until they have been without symptoms for one day (24 hours)
  - except loss of smell/taste, which can take longer to come back.
  - fever free without use of fever reducing medication.
- Your child should observe the isolation guidance issued by the CDC.  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Please consult your family doctor or pediatrician.
- Inform the Clinic of the diagnosis so contact tracing can begin in order to mitigate the spread of the virus.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

4

*My child has one or more of the common symptoms of COVID-19 but has tested negative for COVID-19*

Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
- Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19

Consult your pediatrician if symptoms persist. If the test result is a false negative and your pediatrician diagnoses presumed COVID-19, follow guidelines for positive test:

- Do not send your child to school for at least 10 days since symptoms first appeared AND
- Until they have been without symptoms for one day (24 hours)
- except loss of smell/taste, which can take longer to come back.
- Fever free without use of fever reducing medication

# SCENARIO PLANNING— PARENT RESPONSIBILITY

**5** *My child has had close personal contact with someone who has tested positive for COVID-19.*

- Do not send your child to School for 14 days following last exposure to the person with COVID-19.
- Your child should observe the quarantine guidelines issued by the CDC and other family members should avoid close contact with your child.
- Notify the Clinic
- Only send your child back to School if she/he does not develop symptoms during that time.
- If your child recovers, he or she may return when 24 hours has passed without fever and fever reducing medication.

**6** *My child had a fever or upper respiratory symptoms, but the pediatrician diagnosed my child with another illness and not COVID-19.*

- If your child recovers, he or she may return when 24 hours have passed without fever and fever reducing medication.
- Symptoms have improved.
- Doctor's note clearing the individual for return based on alternative diagnosis.

**7** *My child has an underlying medical condition which puts them in the special risk categories COVID-19.*

- Follow advice of a medical doctor and inform the Division Head if the doctor's advice is to keep the child home.

**8** *I have a family member living within my household who is in the special risk categories.*

- Ask the household member to contact their physician for clarity about family members attending School.

# RESOURCES

## RESOURCES

Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19)

<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>

Centers for Disease Control and Prevention Considerations for Schools:

<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

CDC FAQs for Businesses: [https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html?deliveryName=USCDC\\_2067-DM27395](https://www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html?deliveryName=USCDC_2067-DM27395)

CDC How to Manage Your COVID Symptoms at Home:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

Discontinuation of Home Isolation for those with COVID 19 Symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

NASN Care of Ill Students/Staff in School Setting in Response to COVID-19: [https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020\\_NASN\\_Considerations\\_for\\_School\\_Nurses\\_Regarding\\_Care\\_of\\_Students\\_and\\_Staff\\_that\\_Become\\_Ill\\_at\\_School\\_or\\_Arrive\\_Sick.pdf](https://higherlogicdownload.s3.amazonaws.com/NASN/3870c72d-fff9-4ed7-833f-215de278d256/UploadedImages/PDFs/03182020_NASN_Considerations_for_School_Nurses_Regarding_Care_of_Students_and_Staff_that_Become_Ill_at_School_or_Arrive_Sick.pdf)

World Health Organization: <https://www.who.int/publications-detail/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>

American Academy of Pediatrics 2019 Novel Coronavirus (COVID-19) webpage regarding how to prevent transmission, how to care for infected individuals, activities when school and day care are closed, how to speak to kids about the virus.

Return to Work/School after COVID19 diagnosis with/without test an/or symptoms:

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>

*Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>*

# RESOURCES

American Academy of Pediatrics COVID-19 Planning Considerations for Return to In-Person Education in Schools: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/covid-19-planning-considerations-return-to-in-person-education-in-schools/>

Guidance for Healthcare Personnel COVID Exposure:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>



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# IN CASE OF ILLNESS

- To ensure the well-being of everyone, the following protocols will be implemented. Families and employees must adhere to these to help protect the health of our community:
  - Daily at-home health screenings
  - Adherence to hygiene protocols
  - Wear face coverings and observe physical distancing protocols
  - Respond to any health concerns by contacting your health care provider.

As we receive additional guidance from health and government officials, we will update the community with new protocols.

- If a person identifies symptoms of COVID-19 during a home screening, he or she must contact their health care provider.

## Symptoms:

- Temperature of 100°F or more
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for those with chronic allergic/asthmatic cough, a change in their baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- New loss of taste or smell
- Congestion or runny nose (for those with chronic allergies, a change in their baseline)
- Muscle or body aches
- Fatigue that is greater than normal

## Exposure:

- Close contact (within six feet of an infected person for at least 15 minutes) with a person with a confirmed case of COVID-19
  - Direct contact (coughed or sneezed upon) with a person with a confirmed case of COVID-19
- If a student or employee has a new symptom (e.g., new loss of smell only) with no other diagnosis to explain the symptom, he or she must remain home and talk to a health care provider about testing for COVID-19, even if it is the only symptom he or she is experiencing.

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# SCHOOL- WIDE PROCEDURES

- If a student or employee exhibits COVID-19 symptom(s) while at School, the School Nurse will isolate ill students from routine clinic visitors who are in designated well and sick rooms in the clinic. Clinic staff will contact parents to pick up the student, and the family must follow directions provided by the staff.

Students and employees should not come to School if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case. If a student or employee tests positive for COVID-19, and the case is confirmed by DCHHS, the School will notify our community and will follow DCHHS direction.

Our approach to risk reduction is a layered defense in which we take many individual steps to contribute to a healthier on-campus environment.

## ENHANCED CLEANING PROTOCOLS

- In addition to following evening cleaning protocols, we will have a day porter on campus to sanitize surfaces throughout the day, including playground equipment.
- Employees will complete *Special Considerations for Infection Control in Child Care Settings during COVID-19*, a course offered by Texas A&M AgriLife Extension.

## REDUCING CONTACTS

Throughout the school day, everyone on campus will practice physical distancing and adhere to the following guidelines to reduce contact with others.

- Student arrival and dismissal times will be staggered.
- SchoolPass will allow for contactless management of student arrival, dismissal, and carpool. Parents will receive instructions about setting up a family account and managing their children's attendance.
- School employees, rather than Middle School students, will assist with morning carpool while avoiding physical contact with arriving students.
- Everyone will practice physical distancing in classrooms.
- To begin the school year, faculty will rotate between classrooms for most classes, and students will remain in their classrooms throughout the day.

Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# SCHOOL- WIDE PROCEDURES

- Supplies and resources will not be shared between students.
- Locker rooms will be closed, and students will not dress out for P.E.
- No tutors, therapists, or third-party program providers will be permitted on campus. We will provide parents with guidelines for requesting tutoring room reservations for eligible children to meet virtually with these providers.
- Campus visitors will not be permitted except for business purposes.
- Items may not be dropped off for students with the receptionist.

## REDUCE GROUP SIZES

Our efforts to reduce group sizes to support the health and well-being of the community while on campus include:

- Students will be assigned one of six entry doors and will be welcomed individually into the building to maintain physical distance.
- Signage will indicate indoor walking paths as one-way.
- Students and teachers will eat lunch in classrooms.
- Fall day and overnight trips will be eliminated.
- Students will be permitted to use the restrooms in limited numbers.
- Students will be allowed to have their backpacks in classrooms.
- Recess groupings will be reduced, and students will rotate between play areas.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# STUDENT LIFE ON CAMPUS

We are creating multiple scenarios for our return to School. On the following pages for Lower School and Middle School, we describe the most restrictive version, which places students in cohorts. Cohorts are groups of students that remain as intact as possible throughout the day to limit student cross-over. Students will see teachers every day for live instruction when on campus.



*Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>*

# LOWER SCHOOL

## PRE-KINDERGARTEN, TRANSITIONAL KINDERGARTEN, AND KINDERGARTEN (EARLY CHILDHOOD)

### ARRIVAL/DISMISSAL

- Early Childhood students will enter at the Lower School carpool deck doors. A School employee will open and close the car door for the student.
- Lower School students will remain in classrooms until notified by SchoolPass that their cars have arrived, at which time they will exit through the Lower School carpool deck doors.

### SCHEDULE

- Students arrive between 7:45 – 8:15 a.m. and depart at 2:30 p.m.
- Academic instruction begins at 8:15 a.m.
- Students will eat lunch in classrooms with their cohort. Weather permitting, classes will use outdoor recess areas.

### COHORTS

Early Childhood students will be in a cohort with their homeroom teacher and classroom assistant. Students will remain with their cohort for all classes, recess times, and lunch.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# LOWER SCHOOL

## FIRST AND SECOND GRADES

### ARRIVAL/DISMISSAL

- Students in first and second grades will be dropped off near the flagpoles and will enter from the door near the Early Childhood playground. Students will be required to independently open and close the car doors.
- Lower School students will remain in classrooms until notified by SchoolPass that their cars have arrived, at which time they will exit through the Lower School carpool deck doors.

### SCHEDULE

- Students arrive between 7:45 – 8:15 a.m. and depart at 2:45 p.m.
- Academic instruction begins at 8:15 a.m.
- Students will eat lunch in classrooms with their cohorts. Weather permitting, cohorts will rotate through outdoor recess areas (e.g., field, playground, green space, Middle School donut) throughout the week.

### COHORTS

Students will be in a cohort with their homeroom teacher. Students will remain with their cohort for all classes, recess times, and lunch. If we find it to be in students' best interest, we will revise cohort groupings when we return to school in January.



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# LOWER SCHOOL

## THIRD AND FOURTH GRADES

### ARRIVAL/DISMISSAL

- Students in third and fourth grades will be dropped off by Parish Hall, proceed down the steps, enter through the front doors, and walk up the steps near the front desk. An alternate route will be planned for inclement weather.
- All Lower School students will remain in classrooms until notified by SchoolPass that their cars have arrived, at which time they will exit through the Lower School carpool deck doors.

### SCHEDULE

- Students arrive between 7:45 – 8:15 a.m. and depart at 3:15 p.m.
- Academic instruction begins at 8:15 a.m.
- Students will eat lunch in classrooms with their cohorts. Weather permitting, cohorts will rotate through outdoor recess areas (e.g., field, playground, green space, Middle School donut) throughout the week.

### COHORTS

Students will be in a cohort with their homeroom class. Students will remain with their cohort for all classes, recess times, and lunch. Teachers will rotate to provide instruction. If we find it to be in students' best interest, we will revise cohort groupings in January.



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# MIDDLE SCHOOL

## ARRIVAL/DISMISSAL

Middle School students will enter through assigned Middle School, cafeteria, and Main Gym doors. For dismissal, all Middle School students will remain in classrooms until notified by SchoolPass that their cars have arrived, at which time they will exit through the Middle School carpool doors.

## SCHEDULE

- Students arrive between 7:30 – 8:00 a.m. and depart at 3:30 p.m. Academic instruction begins at 8:00 a.m.
- Students will follow an A-B day block schedule with longer class periods to leverage in-person time with teachers and to reduce the number of transitions in a school day. Learning will be structured as weekly modules, meaning assigned work will take place over the course of a week rather than only on days when a class meets. Students' schedules will be in effect regardless of where learning takes place – on campus or at home.
- Students will eat lunch in classrooms with their advisories. Weather permitting, advisories will rotate through outdoor recess areas (e.g., field, playground) throughout the week.

## COHORTS

There will be four advisories per grade level; to begin the school year, we plan for students to attend most of their classes with the advisory. Two advisories per grade level will form a cohort to enable the re-grouping of students for instruction in classes such as world language. If we find it to be in students' best interest, we will revise cohort groupings in January.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# STUDENTS' SOCIAL AND EMOTIONAL WELL-BEING

Creating and maintaining a healthy campus environment is an essential responsibility, and attending to our students' social and emotional well-being is a key part of that charge. We are mindful that current circumstances have introduced uncertainty and a lack of control into children's lives, and children are responding to their environments in myriad ways. To meet students' and families' needs, we have restructured and expanded our student support services, a move that gives us ready access to more in-depth resources as we care for students' social and emotional health. As you prepare your family to return to School, please visit the resources on [www.stjohnsschool.org](http://www.stjohnsschool.org).

## STUDENT SUPPORT SERVICES

### STUDENT FORMATION

To provide a more robust student-support program, we welcome Jane Hensley, LPC, to the St. John's team as Interim Director of Student Formation. She will guide the Student Formation Team's work in the areas of counseling, learning support, service learning, worship and pastoral care, social and emotional learning, and nursing. In this role, Mrs. Hensley will also serve as counselor, providing immediate on-site counseling. In addition, she will assist families with referrals for clinical care through the School's new partnership with The Housson Center and other local mental health professionals.

### NURSING

As described in the Health and Safety section, we will meet significant health and safety standards when we return to campus. To do so, our clinic footprint will expand to include separate well and sick entrances and rooms, as well as two isolation rooms. We are also hiring additional clinic staff.

### LEARNING SUPPORT

Our learning support team remains committed to assisting students who have diagnosed learning differences. Whether learning takes place on campus or remotely, the learning support team will be available to families. For risk mitigation purposes, tutors, therapists, and third-party program providers will not be permitted on campus. Mrs. Fulmer will provide families with guidelines for requesting tutoring room reservations for eligible children to meet virtually with these providers.

# STUDENTS' SOCIAL AND EMOTIONAL WELL-BEING

## SOCIAL AND EMOTIONAL LEARNING

Through our new partnerships with The Housson Center and the Institute for Social and Emotional Learning (IFSEL), we will continue nurturing the growth of an inclusive community where the dignity of every human being is respected through social and emotional learning and advisory programming. Our work with The Housson Center and IFSEL will help prepare us to meet students where they are when they return to School – whether on campus or at home. Parenting for the Present, a Housson Center partnership, will also provide educational programming for St. John's parents.

## CHAPEL

The chapel experience is foundational to a St. John's education and will remain so. Our chaplain, Mr. Porcheddu, and early childhood chaplain, Mrs. Newsom, will create chapel experiences that adhere to health and safety protocols while attending to the spiritual enrichment of our students. We continue to monitor directives about in-person worship from the Episcopal Diocese of Dallas, the National Association of Episcopal Schools, and the Southwestern Association of Episcopal Schools, and we will evaluate our plans as we receive new information.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# ATHLETICS

St. John's Athletics will follow health guidelines for student-athletes and coaches this fall. We are working in collaboration with fellow ISAS schools and with guidance from athletics associations to develop a thorough approach to protect the health and well-being of our student athletes and coaches when they engage in sport and physical education activities. Our decisions will be informed by CDC guidelines for schools and youth sports, and they may change based on current trends, data, and needs.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

St. John's is committed to providing the best possible learning experience both on campus and when students are learning remotely. Our digital platforms will keep students and teachers connected when students participate in St. John's At Home and when the physical campus must close so that students may continue to learn, grow, and thrive.

## SEESAW

For students in Lower School, Seesaw is the platform for student academic engagement, submission of student work, and parent communication.

## MICROSOFT TEAMS

Middle School uses Microsoft Teams as the platform for presentation of learning modules, including class assignments. Teams also facilitates collaborative classrooms and lets students and teachers connect synchronously in a secure learning environment. This is the school-wide platform we will use to support our At Home and Remote Campus learning models by providing a live (synchronous) learning environment. Through live engagement between faculty and students via Teams, we will increase student participation and learning retention in remote circumstances.

## FACTS

The School's web portal for grades and school information.



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# PREPARING FOR TRANSITIONS

At times, circumstances beyond our control will affect our ability to hold in-person learning on campus. Based on predictions from the CDC, we anticipate possible outbreaks of COVID-19 which could potentially impact on-campus programming in the future. In the event we are notified by government or health officials of the need to close the campus, school programming will continue remotely.

## OUR COMMITMENT

If we are required to limit or restrict access to campus or parts of campus (for example, to restrict access for just one division), St. John's will transition to our Remote Learning Campus learning model. During any period of temporary remote learning, we remain committed to:

- Delivering on our mission
- Providing students with an exceptional learning experience
- Communicating clearly and consistently with our community



Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>

# LEADERSHIP TEAM

St. John's is committed to delivering our mission through an excellent educational experience primarily rooted in on-campus programming while also providing learning options for those who are unable to be on campus due to health risks of the student or a family member. To safely and effectively return to School, St. John's is assessing health protocols, acting decisively, and developing guidelines and procedures to effectively and efficiently serve our community. The following are our principles for returning to campus:

- Protect the health and safety of students and employees
- Be compliant with protocols established by local, state, and national health officials
- Use guidelines from the AAP, CDC and DCHHS
- Set clear expectations for the St. John's community
- Establish effective use of spaces and places to support physical distancing
- Provide students with familiarity of School routines for learning

## MEMBERS

- Aaron Wallace, Director of Technology
- Chris Patterson, Chief of Staff
- Jayme Johnson, Head of Lower School
- John Walker, Dean of Students and Director of Athletics
- Karla Wigley, Director of Advancement
- Linda Wilson, Chief Financial Officer
- Lynn Granello, Director of Auxiliary Programs
- Meshea Matthews, Head of School
- Michael Via, Chief Enrollment Management Officer
- Pam Jordan, Head of Middle School
- Sue Trumbo, Chief Operations and Human Resources Officer
- Susan Brower, Chief Culture, Strategy, and Communications Officer

# HELPFUL RESOURCES

- Centers for Disease Control and Prevention, Coronavirus Disease 2019 (COVID-19)  
<https://www.cdc.gov/coronavirus/2019-ncov/about/transmission.html>
- Centers for Disease Control and Prevention Considerations for Schools:  
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>
- Return to Work/School after COVID-19 diagnosis with/without test and/or symptoms:  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- World Health Organization: <https://www.who.int/publications-detail/considerations-for-school-related-public-health-measures-in-the-context-of-covid-19>
- American Academy of Pediatrics COVID-19 Planning Considerations for Return to In-Person Education in Schools: <https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- Parenting in Place Masterclasses, August 5: A Conversation about Back-to-School  
<https://www.parentinginplacemasterclass.com/>
- Mood-Boosting Tips for Families During the COVID-19 Pandemic  
<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Mood-Boosting-Tips-for-Families-COVID-19.aspx>
- 8 tips for managing children's anxiety about COVID-19:  
<https://www.childrens.com/health-wellness/8-tips-for-managing-childrens-anxiety-about-covid-19>
- 7 tips to help your child wear a face mask:  
<https://www.childrens.com/health-wellness/7-tips-to-help-your-child-wear-a-face-mask>
- Helping Kids Get Used to Masks: <https://kidshealth.org/en/parents/coronavirus-masks.html>

# GLOSSARY OF TERMS

## ASYMPTOMATIC

Showing no symptoms of disease. A person infected with the virus can be asymptomatic because they are in an early stage of infection and symptoms have not yet developed ("pre-symptomatic"), or they may not develop any symptoms at all during their infection.

## COVID-19

The name of the disease caused by the novel coronavirus, SARS-CoV-2, and is short for "Coronavirus Disease 2019."

## COMMUNITY TRANSMISSION/SPREAD

Infections identified in a given geographic area without a history of travel elsewhere and no connection to a known case.

## CONTACT TRACING

The process of identifying, assessing, and managing people who have been exposed to a contagious disease to prevent onward transmission.

## CORONAVIRUS

A family of viruses that cause illness ranging from the common cold to more severe diseases, such as Middle East Respiratory Syndrome (MERS-CoV) and Severe Acute Respiratory Syndrome (SARS-CoV). The novel coronavirus recently discovered has been named SARS-CoV-2 and it causes COVID-19.

## DRIVE THROUGH TESTING

Individuals remain in their vehicles, and medical staff in protective gear come to administer the swab test and the swabs are sent to a laboratory for testing.

## DROPLET TRANSMISSION/SPREAD

A mode of transmission for a contagious disease that involves relatively large, short-range (less than 6 feet) respiratory droplets produced by sneezing, coughing, or talking.

## FLATTENING THE CURVE

Slowing a virus' spread to reduce the peak number of cases and related demands on hospitals and infrastructure.

*Please visit St. John's COVID-19 online for the latest information at <https://www.stjohnsschool.org>*

# GLOSSARY OF TERMS

## HOME ISOLATION

Persons with COVID-19 who have symptoms or laboratory-confirmed COVID-19 who have been directed to stay at home until they are recovered.

(Source: <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>)

## ISOLATION

Separating sick people with a contagious disease from those who are not sick.

## MASK/FACE COVERING

A protective covering made of fiber or gauze and fitting over the nose and mouth to protect against dust or air pollutants, or made of sterile gauze and worn to prevent infection of the wearer.

## PANDEMIC

An epidemic that has spread over several countries/continents, usually affecting a large number of people.

## PHYSICAL DISTANCING

Measures taken to reduce person-to-person contact in a given community, with a goal to stop or slow down the spread of a contagious disease. Measures can include working from home, closing offices and schools, canceling events, and avoiding public transportation.

## QUARANTINE

Separating and restricting the movement of people exposed (or potentially exposed) to a contagious disease.

## SELF-QUARANTINE

Staying home and away from other people as much as possible after exposure.

## SHELTER IN PLACE

All residents must remain at their place of residence, except to conduct essential activities, essential businesses, and essential government functions.

## SYMPTOMATIC

Showing symptoms of disease. The most common symptoms of COVID-19 include: cough, shortness of breath or difficulty breathing, fever, chills, muscle pain, sore throat, new loss of taste or smell, and gastrointestinal symptoms of diarrhea, vomiting, or nausea.

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