



2020 **REOPENING** GUIDELINES

SEPTEMBER 17, 2020

LOOK INSIDE FOR
INFORMATION ON:

**IN-PERSON INSTRUCTION
OR DISTANCE LEARNING**

THE CAMPUS

THE SCHOOL DAY

**HEALTH AND SAFETY
GUIDELINES**

MESSAGE FROM THE HEAD OF SCHOOL

Dear Shlenker Community,

Our primary focus is the health and well-being of our community. Students must feel safe in order to learn effectively, parents must feel safe bringing their children to school, and faculty and staff must feel safe at work. No single safety measure will completely mitigate the risk of COVID-19 transmission.

Knowing this, our reopening plan layers multiple safety measures in an effort to mitigate the risk as much as we possibly can. We are taking a balanced minimal risk approach using the following strategies:

- Wearing masks properly
- Scheduled and triggered hand hygiene
- Scheduled and triggered cleaning/sanitizing
- Physical distancing (when appropriate/able)
- Establishing a cohort model
- Expeditious internal contact tracing

We know that despite all of our safety measures, some families have extenuating circumstances including family members who are immunocompromised or others who may not feel safe sending their children back to campus for other reasons.

When our physical campus is open, if you determine that your child is unable to join us in-person for any of these reasons, **we will provide you with a distance learning option.** We look forward to a wonderful year together!

Warmly,



Dr. Michelle Barton
Head of School



IN-PERSON INSTRUCTION OR DISTANCE LEARNING

FAMILY CHOICE

Once our campus reopens, **all families** will be given the opportunity to choose between sending their child to Shlenker for in-person instruction or keeping them home for our distance learning program. We understand that during these trying times there is no one solution that will work for all of our families. As such, we want to ensure that our families have options so they can make the best choice for their individual family's needs.



DECISION-MAKING PERIODS

In advance of our campus reopening, parents will be sent a survey and will be asked to make a decision about in-person learning or distance learning. Parents must commit to their selection for a designated period of time so that we can adequately plan our staffing needs. Although the exact time period will be determined once we reopen, we anticipate that parents will be asked to commit to their decision of in-person learning or distance learning for approximately 4-6 weeks at a time.

YOUNG TODDLER, OLDER TODDLER, AND PREK-3 FALL REFUND POLICY:

In preparation for when the school building is open for in-person instruction, Young Toddler, Older Toddler, and PreK-3 parents will be given the opportunity to choose between sending their child to Shlenker for in-person instruction or keeping them home for our distance learning program. Parents will need to select the option that works best for their family and commit for the entire period (discussed above) so that we can adequately plan our staffing needs.

If you select our distance learning program for the designated time period, you will receive a **75% refund of your tuition cost for each distance learning day** through the end of the fall semester. Note that *your tuition* cost refers to your out of pocket tuition cost minus fees, tuition assistance, etc.

If you elect to send your child to Shlenker for in-person instruction, and the school as a whole or your child's individual class has to close for reasons due to COVID-19, your child's class will adopt a distance learning program and you will receive a **75% refund of your tuition cost** for those days that we are not in the building for COVID-19 related reasons through the end of the fall semester. Note that this refund will not apply for weather closures or an *individual* student's missed school day (including illness or other reasons).

Because each family pays on a different pay schedule (i.e. annually, quarterly, monthly on a different day of the month), refunds cannot be given on a daily basis and will be tallied and distributed in January before the start of the spring semester. Our plans for spring semester instruction will be continuously assessed and the plans will be shared with you as soon as they are available.

Please understand that your enrollment contract is still in effect, but this is an opportunity we are extending to our Young Toddler, Older Toddler, and PreK-3 families as a sign of our acknowledgement of these unprecedented times and the difficulty that exists in providing a distance learning experience for students in these grades.

DISTANCE LEARNING (YOUNG TODDLER, OLDER TODDLER, PREK-3)

Our distance learning program has developed tremendously since the spring. Teachers have received training throughout the summer and look forward to offering multiple age-appropriate length live Zoom calls per day, individual and/or small group office hours, as well as ongoing project bags with materials that will be available for drive-thru pickup.

DISTANCE LEARNING (PREK-4 THROUGH FIFTH GRADE)

This summer, all teachers and specialists received ongoing professional development on best practices of distance learning. The distance learning model will follow our established curriculum and center around the four C's of 21st century learning: critical thinking, creativity, collaboration, and communication.

We have made some significant enhancements to our distance learning program, including:

- Detailed daily schedules that more closely mirror the typical school day, while taking into account developmentally appropriate practices
- Utilization of the Seesaw platform (PreK-4 through 2nd grade)
- Utilization of Google Classroom (3rd through 5th grade)
- Weekly schedules that include embedded zoom links and lists of necessary materials
- Daily live specialist Zoom sessions
- Added social emotional components
- Digital citizenship/"Netiquette" (internet etiquette) expectations and instruction
- Additional parent education with tips for helping students succeed in a distance learning format
- Supply kits for students that will be available for drive-thru pickup

TECHNOLOGY (PREK-4 THROUGH FIFTH GRADE)

We are excited to announce that we will be offering 1:1 technology for students in PreK-4 through 5th grade!

All PreK-4 through 2nd grade students will receive a school-issued iPad, case, and stylus. Students in 3rd grade through 5th grade will receive a school-issued laptop.

The devices will be fully loaded with the necessary apps and programs. The devices will remain at school for anyone involved in on-campus learning and will be sent home for students to use during a distance learning model. This allows each child to use their own device and not share materials and also allows students to become comfortable with the apps and programs they will need throughout the year.



TECHNOLOGY SUPPORT

If your child is having software or hardware difficulties with their school-issued device, please contact Efrain Mendoza at techsupport@shlenker.org. If you or your child are unable to access an assignment or have a question specific to the class, please contact your child's teacher directly.

ELEMENTARY EXPECTATIONS DURING DISTANCE LEARNING

Students who participate in distance learning are expected to dress appropriately. We encourage students to wear their school uniform. Students are also expected to be seated at a work space that is conducive to learning. Teachers will be taking attendance and parents should email the teacher if their child is going to be absent, just as they would on-campus.

THE CAMPUS

INDOOR AIR VENTILATION

We have upgraded our institutional air exchange systems across the campus with hospital-grade filters (MERV-13), integrated whole-building UV air purification, and added advanced standalone HEPA air purification systems in every communal area (classrooms, offices, Levit Hall, APR etc.) including all the restrooms.

CLEANING AND SANITIZING

In addition to our existing maintenance team, we have hired a full-time Day Porter who will be responsible for increased sanitization efforts during the day. The Day Porter will follow a detailed schedule to frequently sanitize high touch surfaces such as doorknobs, light switches, phones, counters, and desks using hospital-grade non-toxic disinfectants. The Day Porter will also clean student and faculty restrooms multiple times throughout the day.

The added cleaning and sanitization efforts will be shared by the Day Porter and classroom teachers and specialists. Teachers and specialists will receive education and support on how to mitigate risk in the classroom. We will take added measures to sanitize shared toys and classroom objects and will provide students with individual materials (instead of communal supplies) when possible. Items that cannot easily be washed or sanitized will be removed from the classroom, per CDC guidelines.

PHYSICAL DISTANCING

When feasible, we will practice physical distancing of greater than 6 feet; however, we understand that this is not always feasible, nor desirable, in a classroom setting.

We will rely on a combination of handwashing, mask wearing (when appropriate), and the establishment of a cohort model to mitigate the spread of COVID-19 and keep our children and faculty safe.



School-wide gatherings have been postponed until further notice and procedures for maintaining appropriate physical distance in the hallways and common areas will be taught to students through child-friendly signs and floor markers. These markers will guide and remind our students, faculty, and staff to distance themselves appropriately. Foot traffic in the hallways and offices will be limited to a unidirectional flow, where possible, and will be guided and reminded with arrow floor markers. Entrances and exits will be labeled to help this flow guidance.

ELEMENTARY STUDENT/ADULT RESTROOMS

Multiple-stalled bathrooms will be limited to two total users at a time to allow for appropriate physical distancing. Single person bathroom use will remain for one total user at a time. Each student will receive their own bathroom badge. Hook(s), depending on the recommended capacity of that restroom, will be placed outside the restroom door for placement of these badges. Each classroom will be assigned bathrooms based on foot traffic and proximity. Upon exiting, the individual should reclaim their bathroom badge and practice appropriate hand hygiene.

EARLY CHILDHOOD RESTROOMS

Each Early Childhood grade level will be assigned to a set of restrooms based on foot traffic and proximity to the restroom. Students in Young Toddler will be assigned to a restroom as they become potty trained. Faculty and staff members will monitor the total users at a time for each specific restroom/classroom.

VISITORS

The following individuals will be allowed in the building:

- Shlenker faculty and operational staff
- Children enrolled at The Shlenker School
- Persons with legal authority to enter (i.e. law enforcement officers, Child Care Licensing staff, Department of Family and Protective Services staff)
- Professionals providing services to students (i.e. approved occupational therapists, speech therapists, etc.)
- Parents who have children enrolled at Shlenker (for reasons deemed essential by the Division Heads or Head of School)

Please note that at this time parents will only be able to enter the building when the need is essential, as deemed by the Division Heads and Head of School. We will re-evaluate this policy as we monitor the local COVID-19 pandemic landscape. We know this is a big shift for our community and we appreciate your understanding as we work to limit the potential exposure to our students and faculty members.

Any adult visiting The Shlenker School must wear a mask properly, perform hand hygiene, complete a Daily Health Screening Survey, and have their temperature checked. When possible, tours will be conducted virtually to follow the visitor protocol above.

SICK CLINIC/WELL CLINIC

Following CDC guidelines, we have created a sick clinic and a well clinic to separate students with COVID-19 symptoms from students without COVID-19 symptoms. Students in need of typical medical attention (i.e. bandages, ice, medication, etc.) will go to the well clinic (the nurse's office). Anyone with COVID-19 related symptoms will go to the sick clinic (Bifty Lounge). The Bifty Lounge will be set up as a safe and nurturing environment for any student with a fever or other COVID-19 related symptoms. Parents are asked to pick up their child within an hour of receiving a call. Students will be dismissed directly from the Bifty Lounge to the door which leads to the outside front entrance, so as not to re-enter the school building and potentially infect others.

THE SCHOOL DAY

ARRIVAL:

ELEMENTARY CARPOOL DROP-OFF

- Elementary students will be dropped off at the front school entrance between 7:40–8:00 am. **Students may not be dropped off prior to 7:40 am.** Tardies will not be taken until after 8:15 am to allow time for us to get accustomed to this new carpool routine.
- Temperature checks and daily health screening survey/health attestation screening will occur starting at the blue awning located next to the Boy Scouts Trailer. Students should be masked prior to driving up for screening. If they have forgotten a mask or need a mask, a Shlenker staff member will provide a disposable mask for them. The student should take the mask from the brown paper bag and place their mask on prior to their temperature screen.
- After screening clearance, cars will drive up to the designated cones to exit cars. Shlenker faculty and staff members will open car doors and will be required to perform hand hygiene before and after opening doors. Parents are asked not to get out of their vehicles at any time during the drop-off process.
- Kindergarten through 2nd grade students will enter through the All Purpose Room doors on the side of the school building and 3rd grade through 5th grade will enter through the front doors.
- Students will be required to perform hand hygiene prior to entering their designated entrances.
- Physical distancing signage and markers will be placed on the floors leading to the classrooms and Shlenker faculty members will be positioned along the route to ensure students arrive at their classroom safely.



EARLY CHILDHOOD CARPOOL DROP-OFF

- Early Childhood students will be dropped off at the front school entrance between 8:45–9:00 am.
- Temperature checks and health screening survey/health attestation screening will occur starting at the blue awning located next to the Boy Scouts Trailer. PreK-4 students should be masked prior to driving up for screening. If they have forgotten a mask or need a mask, a Shenker faculty or staff member will provide a disposable mask for them. The student should take the mask from the brown paper bag and place their mask on prior to their temperature screen.
- After screening, cars will drive up to the designated cones to exit cars. Shenker faculty and staff members will open doors and assist students out of the car. The faculty and staff members will be required to perform hand hygiene before and after opening doors.
- PreK-4 students will enter through the All Purpose Room doors on the side of the school building. Classroom teachers will escort their Older Toddler and PreK-3 students directly through the playground gate and walk straight to their individual classrooms. Young Toddler students will be escorted by their classroom teachers and enter the front doors of the school, immediately turning left to go down A-hallway. Please know that we will work with families to support our youngest students so that their arrival to school is a positive experience.
- The students will be required to perform hand hygiene upon arriving at their classrooms.

EARLY CHILDHOOD EARLY BIRDS DROP-OFF

- Early Childhood students participating in Early Birds may be dropped off from 7:30 am until 8:30 am.
- Temperature and health screening survey/health attestation screening will occur outside the North Braeswood doors by Levit Hall. PreK-4 students should be masked prior to driving up for screening. If they have forgotten a mask or need a mask, a Shenker faculty or staff member will provide a disposable mask for them. The student should take the mask from the brown paper bag and place their mask on prior to their temperature screen.
- After screening, Shenker faculty and staff members will open doors and assist students out of the car. The faculty and staff members will be required to perform hand hygiene before and after opening doors.
- Students will be required to perform hand hygiene once they arrive in their classrooms.

Note that if your child's individual class is quarantined or the whole school is closed for COVID-19 related reasons, students enrolled in Early Birds will receive a full refund for these days. Refunds will be distributed in January and May.

COHORT MODEL

To the extent possible, students will remain with their class cohort. By utilizing the cohort model, we hope to only quarantine an individual class, at most, as opposed to the entire school, in the event of a positive case of COVID-19 or a person exhibiting symptoms consistent with COVID-19 within our school.

CLASSROOM CONFIGURATION

We will continue to create a warm, welcoming, and engaging educational experience for our students. Based on developmental appropriateness, class size, and square footage in each classroom, we have determined the best possible seating arrangement for each grade level.

In Young Toddler, Older Toddler, and PreK-3 classrooms, this will include a **combination of** additional spacing at communal tables, particularly when eating lunch/snack, as well as an assortment of play areas and activities spread out throughout the classroom.

In PreK-4 through 1st grade, this will include communal tables with plexiglass between students as well as an assortment of play areas and activities spread out throughout the classroom.

In 2nd grade through 5th grade, this will include individual desks adequately spaced apart with plexiglass partitions around each desk.

PREK-4 THROUGH FIFTH GRADE CUBBY USE

Students in these grades will begin the day by placing their backpacks and lunch-boxes inside the classroom. Teachers will regulate cubby usage in the hallways with appropriate physical distancing.

SPECIALISTS/3RD–5TH GRADE HOMEROOMS

Specialists will travel to individual classrooms wearing masks and face shields and maintaining appropriate physical distancing. Students will not travel to specialists' classrooms, with the exception of PE/Motor Development and small group resource specialists, i.e. our Learning Specialist.

Additionally, Elementary School students in grades 3-5 will remain in their Home-room classroom and the teachers in 3rd through 5th grade will switch classrooms, which is different than it has been in the past. This minimizes the number of shared surfaces that the students encounter on a daily basis and is in line with CDC recommendations.

CLASSROOM MATERIALS

The Shlenker School will provide students with individual materials, when possible, to mitigate the risk of fomite transmission when communal items are shared. If communal items are shared, appropriate sanitizing measures or isolating time measures will be taken after each student-use to mitigate further risk.



LUNCH/SNACKS

Students will be permitted to bring their lunch/snack from home. Our school lunch provider will also provide individually boxed lunches, which will be delivered directly to the students and left outside their classroom. Parents will need to pre-order through the school lunch website. We will not be serving buffet style lunch this school year. Any food served by The Shlenker School will be individually wrapped and given to students while using gloves.

Students will eat with their cohort in their classrooms at their assigned desks, outside under a covered awning (if weather permits), or in the All Purpose Room (APR).

CLASSROOM (BIRTHDAY) CELEBRATIONS

Families can send birthday celebration items/materials as long as they are individually packaged. Non-perishable items are to be in quarantine for 72 hours prior to distribution. Students will be asked to perform hand hygiene before and after touching these items/materials.

WATER FOUNTAINS

Multiple touch-free water dispensers will be provided on campus. All other water fountains will be closed. Students in grades PreK-4 through 5th grade will be required to bring their own labeled water bottles and will be able to refill them at one of the touch-free water stations, if needed. Young Toddler, Older Toddler, and PreK-3 students will be provided with water.

PLAYGROUNDS/RECESS

Outdoor transmission of COVID-19 is known to be much lower than indoor transmission. Students will be allowed to, and encouraged to, play outside. We know that physical activity and play is essential to children's growth and development. Both the CDC and AAP acknowledge that enforcing physical distancing in an outside playground is difficult and may not be the most effective method of risk mitigation. We will instead place an emphasis on cohorting students while they play on the playground and separating them into various zones so that multiple cohorts can be outside at the same time. Students in PreK-4 through 5th grade will be required to wear masks when playing outside during recess and physical activity. Outdoor playgrounds/natural play areas will receive routine maintenance and cleaning, in conjunction with health and safety recommendations, and hand hygiene will be emphasized before and after use of these spaces. Additionally, each class cohort will have its own equipment (i.e. balls, hula hoops, etc.)



GOOD MORNING SHLENKER/KABBALAT SHABBAT/ TORAH SERVICE

Ceremonies such as Good Morning Shlenker, Kabbalat Shabbat, and Torah Services will be streamed via Zoom so that students and families can still participate in and enjoy these important aspects of our school culture. We will provide students with ongoing opportunities to lead these activities; however, we will not gather multiple classes or grades together in the same room until further notice.

DEPARTURE:

ELEMENTARY CARPOOL PICKUP

All Shlenker families will be given a carpool number. Elementary students will be picked up from 3:05–3:35 pm and will remain in their classrooms at the end of the school day. Shlenker faculty members will use walkie talkies to call the carpool numbers and then students will walk to the front of the school using appropriate physical distance. Students exit the building using the same doors that they used for drop-off in the morning based on their grade level. Faculty members will monitor them along the way. We ask for your patience as this may take a bit longer than usual; however, this ensures that students do not gather at the front of the school.



EARLY CHILDHOOD CARPOOL PICKUP (12:30 pm)

Early Childhood Carpool will run from 12:30–12:40 pm. Adults are asked to remain in their cars and drive up to the front entrance at the designated cones. Shlenker faculty members will be required to perform hand hygiene before and after assisting students to their cars. Faculty and staff members will open doors and assist students into the car. Drivers will pull forward to buckle students into their car seats.

PREK-4 CARPOOL PICKUP (2:00 pm)

The PreK-4 carpool will run from 2:00–2:10pm. Cars should drive up to the designated cones. Faculty and staff members will be required to perform hand hygiene before and after assisting students to their cars. Faculty and staff members will open doors and assist students into the car. Drivers will pull forward to buckle students into their car seats.

AFTERNOON ADVENTURES CARPOOL (3:15 pm)

Afternoon Adventures Carpool will run from 3:15–3:25 pm outside the North Braeswood doors by Levit Hall. Cars will drive up to the designated cones. Faculty and staff members will be required to perform hand hygiene before and after assisting students to their cars. Note that parents will be asked to exit the car and buckle the child's seat belt once the faculty member has walked away from the car, to ensure adequate physical distance is maintained.

We will be in touch with any family who has both Elementary and Early Childhood students to develop an individual plan.

Note that if your child's individual class is quarantined or the whole school is closed for COVID-19 related reasons, students enrolled in Afternoon Adventures will receive a full refund for these days. Refunds will be distributed in January and May.

EXTENDED DAY CARPOOL PICKUP

Parents may pick up their children from 3:35 pm until 6:00 pm. Parents should pull up to the front carpool entrance and call the front desk from their cell phone. The front desk will then call the extended day room and send the child to the front of the school for dismissal. Early Childhood parents should follow the same protocol in terms of calling the front desk and Early Childhood students will be escorted to the car.

Note that if your child's individual class is quarantined or the whole school is closed for COVID-19 related reasons, students enrolled in Extended Day will receive a full refund for these days. Refunds will be distributed in January and May.

AFTERSCHOOL ACADEMY CLASSES

We will not be allowing outside vendors on our campus during the fall semester. We will provide extended day options for students in need of childcare. Students will maintain adequate physical distance and wear masks at all times. This will be reevaluated and communicated to you prior to the start of the spring semester. Note that if your child's individual class is quarantined or the whole school is closed for COVID-19 related reasons, you will receive a refund for these days. Refunds will be distributed in January and May.

FIELD TRIPS

All field trips will be suspended until further notice. We are still assessing whether we can postpone the 5th grade trip to the spring or whether it will need to be canceled. In the event that the 5th grade trip is canceled, parents will receive a full refund. In the event that the 4th grade trip is canceled, parents will receive a credit toward next year's trip.

EVENTS

The Shlenker School has a variety of special events that occur throughout the year. These traditions are meaningful and enhance our school culture and community; however, to ensure the safety of our Shlenker community, our traditional school-wide gatherings will either be postponed or reimaged to meet health and safety guidelines. Events such as Meet the Teacher, Grandparents' and Special Friends' Day, Musical, Carnival, Gala, etc. are currently scheduled on the school calendar and we will notify you of changes as our plans are finalized.

HEALTH AND SAFETY GUIDELINES

TRAVEL RESTRICTIONS

As we begin the school year, we are requesting no international or domestic air travel 14 days prior to the first day of school. During the school year, we request that parents notify James Simmons (and cc the student's respective Division Head) in advance of international or domestic air travel so that we can discuss guidance for re-entry back to school.

DAILY HEALTH SCREENING

Students and any adult entering the building will have their temperature checked. Students will have their temperature checked by a Shlenker staff member before they get out of the car. Anyone with a **temperature of 100.4° or greater will not be allowed to enter the school building**. Additionally, parents will be required to fill out a daily health screening survey/health attestation and show the completed form to a designated Shlenker staff member prior to drop off. Faculty members and any adult entering our campus will complete the daily health screening survey/health attestation as well. **It is imperative that Shlenker families do their part in keeping their child home and that Shlenker faculty and staff do their part by staying home if they have any COVID-19-like symptoms** (see below for list of symptoms). This will help our school stay healthy and remain open.

MASKS

All adults will be required to wear masks. All children in PreK-4 through 5th grade will also be required to wear masks.



Students may wear a full face shield that covers the eyes, nose, and mouth in addition to a mask, but not in lieu of a mask. Students will be required to wear masks during PE and when playing outside during recess. Students will not be required to wear masks when eating or drinking, or when adequate physical distancing is feasible in an outdoor setting.

We encourage families to start teaching their child(ren) how to properly wear a mask. It is important that they practice at home so they are accustomed to wearing one prior to the start of school for extended periods of time. Finding a comfortable 2-ply mask for them with a nose bridge, filter pocket, and adjustable ear loops will help prevent frequent readjustments of their mask. It is also important to teach your child(ren) to properly wash their hands before and after touching their mask.

When students are not in compliance of wearing a mask properly, they will be reminded to re-adjust their mask. We cannot stress enough the importance of practicing this skill with your child. (Helpful video: https://youtu.be/gTv2BVN_WTk)

Students 2 years of age and under are not permitted to wear a mask. The American Academy of Pediatrics has recently released a recommendation that students age 2 and above wear masks. If parents would like their Young Toddler, Older Toddler, or PreK-3 student to wear a mask or full face shield that covers the eyes, nose, and mouth, they will be permitted to do so, but only to the extent that the child is developmentally able to wear it. This will be determined in collaboration with the teachers, parents, and Early Childhood Division Head on a case by case basis.

Students can either wear:

- a cloth mask from home
 - Masks must be at least 2 ply with nose bridge, filter pocket, AND adjustable ear loops
 - NO EXPIRATORY VALVES will be allowed on masks
 - Neck gaiters, bandanas, and similar alternatives are not permitted as a mask, because they are not as secure as the above described masks
- a cloth mask provided by the school
- a disposable mask provided by the school, given if a child forgets their mask at home
 - (Note: disposable masks are for single day use ONLY. Please discard disposable masks appropriately at the end of the day.)

FILTERS FOR MASKS

Filters should be one of the following:

- 1 pre-cut filter from mask vendor
- 2- layers of coffee filters
- 2-layers of kitchen paper towels
- 1- layer of blue shop towel (ensure no latex)
- 1 layer HEPA filter (ensure no fiberglass).

Please cut out filters appropriately sized to the mask's filter pocket. Filters should be disposed of daily.

LAUNDERING MASKS

Cloth masks should be laundered after daily use. They can be laundered in the washing machine, on the delicate cycle, and dried in the dryer OR hand washed with soap and hot water and air dried. The goal is to create a lather with soap-like substance and water, as this is what deactivates the COVID-19 virus.

OTHER PPE

All teachers, faculty, and staff will be provided with disposable masks and face shields. Faculty members will use their judgment and their knowledge of students' needs to switch between wearing a mask, wearing a mask and face shield when working in closer proximity to students, and wearing a face shield only when it is important for a child to see their mouth. Teachers in Young Toddler, Older Toddler, and PreK-3 classes will be given the option of additional protective equipment since these students may not be wearing masks or face shields. Nurses will also be given additional eye protection, gowns, and protective wear.



HAND HYGIENE

Hand hygiene procedures can include washing hands with soap and water OR the use of >60% alcohol-based hand sanitizer. All students and adults will be required to perform hand hygiene (wash hands/use hand sanitizer) throughout that day for a minimum of 20 seconds each time. This hand hygiene schedule will begin upon arrival to The Shlenker School campus.

Additional required handwashing times include, but are not limited to:

- Additional required handwashing times include, but are not limited to:
- Before entering or exiting any doorway
- Before and after touching high-touched surfaces, i.e. doorknobs, bathroom doors, desks that are not their own, etc.)
- Before and after touching mask, i.e. placing, removing, adjusting
- Before and after eating
- Before and after using the restroom/diaper changing
- Upon re-entry to the classroom from outside
- Before and after playing with shared learning activities
- Before and after changing activities
- After accidentally touching or bumping into another student/adult
- After touching a mask or dirty items with secretions, i.e. tissue from sneezing or blowing one's nose

The school will teach and promote hand hygiene, but please spend time teaching your child appropriate hand washing techniques as well.

(Helpful video: <https://vimeo.com/404132650>)

Our hand sanitizer product has been thoroughly tested to not have methanol contamination and is safe to use for purposes of frequent hand hygiene. If you have any further concerns, please direct your questions to James Simmons at jsimmons@shlenker.org.



COVID-19 SYMPTOMS

Per CDC guidelines, any person presenting with any of the symptoms listed below will be assumed to have COVID-19 until proper evaluation and testing is performed:

- Feeling feverish or measured temperature greater than or equal to 100.4° Fahrenheit
- New Cough
- New Onset Shortness of Breath
- Difficulty Breathing
- Fatigue
- Muscle/Body Aches
- Headaches
- New Loss of Taste/Smell
- Sore throat
- Congestion
- Runny Nose
- Skin Changes
- Eye Redness
- Nausea/Vomiting/Diarrhea
- Abdominal Pain

If the person exhibits any of the above symptoms, please notify James Simmons at jsimmons@shlenker.org.

The Medical Advisory Team will be informed of this exposure and an internal contact tracing workflow will ensue. The school will be in touch to guide you on a safe return to campus.

SICK POLICY ON CAMPUS

Parents will be notified and must pick up their child within an hour of receiving the call if the student exhibits COVID-19 symptoms. The nurse, who will be dressed in appropriate PPE, will remain with the student. Students will be picked up through the side door of the Bifty Lounge, which leads to the outside front entrance, so as not to re-enter the school building and potentially infect others.

The Medical Advisory Team will be notified, and the school will guide parents on the steps for a safe return to campus.

SICK POLICY OFF CAMPUS

If your child is sick, please keep them home. We cannot stress this enough. We have a communal obligation and responsibility to keep each other safe. If during the daily health screening process, your child has any of the COVID-19 symptoms listed above, please refrain from sending them to school, and notify James Simmons at jsimmons@shlenker.org. Our Medical Advisory Team will be notified and the school will guide you on the steps to take for a safe return to campus.

COVID-19 HEALTH AND SAFETY GUIDANCE

*(Guidance is based on the most current CDC guidelines and is subject to change. **Note that this is a reference document only.** Protocols should not be performed without direct guidance from the Medical Advisory Team.)*

RETURNING TO SHLENKER

After Having COVID-19 or Symptoms of COVID-19

GUIDANCE:

- Persons with symptoms of COVID-19 are encouraged to undergo testing (using authorized assays for viral testing that detect SARS-CoV-2 nucleic acid or antigen).

OPTION 1: SYMPTOM-BASED STRATEGY.

A person with COVID-19 or symptoms of COVID-19 may return to The Shlenker School when all of the following criteria have been met:

- At least 24 hours with no fever without the use of fever-reducing medications **AND**
- The individual has improvement in symptoms **AND**
- At least 10 days have passed since symptoms first appeared

OPTION 2: TIME-BASED STRATEGY. (Asymptomatic only)

A person with lab/test-confirmed COVID-19 who has not had any symptoms may return to The Shlenker School when all of the following criteria have been met:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test **AND**
- The person has not developed any symptoms since the date of the positive test (if symptoms develop, use symptoms-based or test-based strategy above)

OPTION 3*: TEST-BASED STRATEGY AS ADVISED BY A HEALTHCARE PROVIDER.

A person with COVID-19 or symptoms of COVID-19 may return to The Shlenker School when all of the following criteria have been met:

- Resolution of fever without the use of fever-reducing medications, **AND**
- Improvement in symptoms **AND**
- Negative results of an FDA Emergency Use Authorized COVID-19 test from up to two consecutive specimens collected greater than or equal to 24 hours apart (total of two negative specimens)

** Once a person tests positive for COVID-19, test-based strategies to guide discontinuation of isolation are not recommended, since tests may remain positive for some time after infection, even though the individual is no longer contagious.*

*** Persons who wish to return to The Shlenker School prior to fulfilling these criteria must obtain a note from their health care provider clearing the individual for return based on an alternate diagnosis and negative COVID-19 test(s) by guidance of the Medical Advisory Team. (See Alternate Diagnosis Section on page 20.)*

RETURNING TO SHLENKER

After CLOSE CONTACT with Someone Who Has COVID-19 or Symptoms Consistent with COVID-19

- Persons with known *close contact with a person who is **lab/test-confirmed** to have COVID-19 **OR**
- Persons with known *close contact with a person who has ****COVID-19 symptoms** (but WITHOUT lab/test-confirmation) (applies to persons without PPE only)

**Close contact means: less than 6 feet of separation for greater than 15 min; had direct physical contact with the person (touched, hugged, or kissed them); unprotected contact with infected person's secretions or saliva, for example, being coughed or sneezed on; sharing utensils or saliva; or providing care at home to someone with COVID-19 without appropriate protective equipment.*

***COVID-19 Symptoms: Feeling feverish or measured temperature greater than or equal to 100.4 Fahrenheit, New Cough, New Onset of Shortness of Breath, Difficulty Breathing, Fatigue, Muscle/Body Aches, Headaches, New Loss of Taste/Smell, Sore Throat, Congestion, Runny Nose, Skin Changes, Eye Redness, Nausea/Vomiting/Diarrhea, or Abdominal Pain.*

GUIDANCE:

- All persons with known close contact to a person with confirmed or suspected COVID-19 are encouraged to undergo testing for COVID-19. See information below in "**Option 2**" for testing options.
- If a person would like to obtain a COVID-19 test **prior** to 5 days after exposure, they may proceed, but with the understanding that a positive result would only be helpful in guiding Shlenker procedures. A negative result could potentially be a false negative result, and repeat testing according to "**Option 2**" guidance would be recommended.
- Exposures to suspected persons on campus are subject to a minimum of a 2-5 day dismissal to clean, disinfect, and perform internal contact tracing and/or consult with local health officials.

OPTION 1:

Persons may return to Shlenker following a 14-day self-quarantine period from the last date of exposure to the infected person. Day 0 = Day of Exposure to the infected person. Persons can return on Day 15 provided that they have remained symptom-free. **Symptoms may appear 2-14 days after exposure to the virus.*

If persons continue to live with or care for the infected person, the quarantine period may vary based on the amount of contact with the infected person.

Shlenker/Beth Israel Employees who may work from home are encouraged to do so for the duration of the 14-day self-quarantine period.

OPTION 2*:**

Persons who wish to return to The Shlenker School prior to the 14-day self-quarantine period must obtain up to two negative tests for COVID-19, based on the guidance of the Medical Advisory Team, in the following manner:

- Testing must be performed 5 or more days after exposure (to avoid a “false negative” test).
- The second test must be performed at least 24 hours after the initial test.

Persons who have obtained two COVID-19 negative tests with the above parameters, (and would like to return to The Shlenker School prior to the 14-day quarantine) should follow these additional guidelines:

- Wear a mask at ALL times while at The Shlenker School for 14 days from when your quarantine process would have begun. You will not be able to participate in any activities that require your mask to be removed for 14-days from the last date of exposure.
- For Shlenker/Beth Israel employees who must work on campus: Any time your mask needs to be removed for eating, drinking, etc., please ensure that this DOES NOT occur in any indoor public spaces. If it occurs in a private space, please ensure that other persons do not enter the private space for a minimum of an hour after removal of the mask. Outdoor locations are preferred.
- Within these 14 days, continue to monitor for any COVID-19 symptoms, including taking your temperature twice a day, in the morning and evening.
- Practice excellent hand hygiene.

*****Those who were exposed to a lab/test-confirmed positive person cannot use OPTION 2 for return to school/work. The full 14-day quarantine must be fulfilled. Those who were exposed to individuals with COVID-19 symptoms, must wait for the lab/test results of the individuals with these symptoms in order to return to school/work. Guidance will be directed by The Shlenker Medical Advisory Team.**

RETURNING TO SHLENKER

After Having Symptoms Consistent with COVID-19 That Are Due to An Alternate Diagnosis

GUIDANCE:

- Alternate Diagnosis Section is used as the exception, not the rule, especially when COVID-19 symptoms are present.
- A person with symptoms that could be COVID-19 and who is not evaluated by their health care provider and tested for COVID-19, is assumed to have COVID-19; such persons may not return to The Shlenker School until the criteria for the symptom-based strategy are met (see above).
- If a person has symptoms that could be COVID-19 and wants to return to The Shlenker School before meeting this criteria, the person must obtain:
 - 1) A completed "Alternate Diagnosis to COVID-19" form provided by The Shlenker School from the person's health care provider asserting that this individual does not have a contagious disease **AND**
 - 2) An alternate diagnosis **AND**
 - 3) Improvement in symptoms for at least 24 hours based on the health care provider's treatment plan **AND**
 - 4) Clearance to return to school and guidance with activity or treatment as needed **AND**
 - 5) Proof of up to two* negative tests for SARS-CoV-2 (not serology), taken at least 24 hours apart, using authorized assays for viral testing that detect SARS-CoV-2 nucleic acid or antigen, as advised by The Shlenker School Medical Advisory Team. ***One SARS-CoV-2 RT-PCR test may be sufficient, but if using a antigen based SARS-CoV-2 rapid tests, two will be required.**

The alternate diagnosis form is available on The Shlenker School website and is subject to review and approval by The Shlenker School Medical Advisory Team before the student/staff member can return to school.

***If a person is cleared to return based on a health care provider's recommendation, but continues to exhibit symptoms, the person may be asked to undergo further evaluation and/or treatment by their health care provider. For return to school, they will need to obtain another completed "Alternate Diagnosis to COVID-19" form from their health care provider for clearance.*

COMMUNICATION PLAN FOR PRESUMED COVID-19 EXPOSURE

We will notify any student, parent, faculty, staff, or visitor who may have been in close contact with the ill individual. The Shlenker School will provide communication regarding individual cohort closures or whole school closures, as appropriate. Scope and message will vary based on the nature of the confirmed case and level of interaction. Please know that you can count on us to be transparent and share this information with you.



The Shlenker School is also committed to keeping all health-related information confidential in our communication and discussions according to HIPAA Compliance and Privacy Law. All COVID-19 related documents will be coded with a unique ID and will be filed securely and separately from the person's personal file.

For immediate questions related to COVID-19 may be directed to James Simmons at jsimmons@shlenker.org.