

Back-to-School Policies and Procedures (S2/S3)

To ensure the health and safety of our community we have used the guidance provided by the CDC, our health consultant Houston Methodist, and several other governmental agencies to develop this set of operations procedures. There are four documents referred to in this email: Clinic Guidelines, Quickscreen Health Screening Instructions, COVID-19 Protocols for Students, and Room Capacities. The first two documents will be distributed to parents, and along with the COVID-19 Protocol flow sheet, they will be posted on the COVID portion of our website. The only document you should go over with your students is the new clinic guidelines and the highlights are listed below:

Clinic Policies and Procedures:

1. Following CDC guidelines, students will be required to wear facial coverings and practice social distancing while waiting for clinic access and treatment.
2. Daily medications will be given with parent permission through Magnus Health. All medications must be in a properly labeled prescription container with a current expiration date. Medications will be administered according to the prescription label.
3. Students who have daily medications are responsible for arriving on time to receive the medication.
4. Over-the-counter medications will be administered on a very limited basis. It is important that students take allergy and other maintenance medications at home before school.
5. Students will not be allowed to accompany fellow students to the clinic. No visitors will be allowed in the clinic.
6. Teachers will send students to the nurse with a written pass or may request a nurse to come to the classroom. Students should ask to see the nurse as soon as they begin to feel ill.
7. Students should go promptly to the clinic when sent from the classroom. No stops should be made along the way.
8. Students will not be dismissed to go home until parent notification has been made.
9. Students exhibiting possible symptoms of COVID -19 as listed by the CDC, will be isolated in the alternate clinic behind the Chapel, and parents will be called to pick up these students.

General

Without exception, all community members must adhere to the health and safety policies and procedures detailed below if we are going to be able to minimize the spread of COVID-19 on campus and maintain an on-campus learning environment. It is especially important that we practice good hygiene, washing our hands frequently, practice social distancing of at least six feet thus avoiding small group gatherings.

Sanitation

Each classroom will be equipped with hand sanitizer, safety gloves, and disinfectant wipes. As students enter the classroom, they should be encouraged to wipe off their desk and chair before

occupying it. It is highly recommended that students wash their hands frequently. According to the Center for Disease Control (CDC), *handwashing is a simple yet effective way to prevent the spread of pathogens and infections. Hands should be washed with soap and water for at least 20 seconds when visibly soiled, before eating, and after using the restroom* (instructions are posted in each restroom on campus).

Masks

All community members will be properly outfitted in a mask whenever on campus unless eating or drinking. Gaiters are not permitted. Per the EHS Handbook, *all masks must be free of images and text unless the student has prior approval of the Grade Level Dean, Principal or Head of School*. Students may wear a face shield but it must be in addition to a mask (see CDC guidelines for proper type and wearing of face masks - CDC - <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>).

Room Capacity

Classrooms have been set up so that there is a minimum of **six-foot spacing** between desks in each room as well as ample space for the teacher to move in front of the students. Room capacity varies depending on the size of room, furniture, equipment, etc. Most rooms have a capacity of 12 to 14 students. However, some rooms, such the science rooms and a few larger capacity rooms located around campus, have more capacity. Room capacity is noted by signage posted just inside the entrance to each room.

Remote Learners

When student numbers exceed room capacity limits, the overage will be housed in the **Scurlock Gym** that is set up with desks and amenities to accommodate these students. Each teacher will be responsible for rotating his/her students from in-class to the remote location on an equal basis.

Students with a Free Period

Students with a free period will be required to report to the USC and must stay in this location for the duration of the period. The only exception is for 5th period. These students will be housed in one of two places, the Chapel transept or the team room located in the Alkek. 5th period students will be notified of their free location. Proctors for these locations will be provided a roster of students who are designated for these rooms. Unlike in years past, students will not be allowed to roam freely on campus.

Advisory

To help orient students each day and to place emphasis on advisory relationships and communication, students will meet in advisory each morning. Advisors will communicate the following to their advisees each day: the daily schedule, location for Chapel, and any special instructions for the day.

School Arrival

To enter campus, each student must have the daily attestation form completed (see Quickscreen Health Screening Instructions) and submitted by one of their parents. These forms will be

compiled, a report generated, and sent to advisors and to our security staff. If a form has not been submitted but the student presents in advisory, the student will be sent immediately to the attendance desk, and his/her parents will be called for pick up. The attestation requires that the student's temperature be taken by the parent each morning. A student may only be on campus when the Quickscreen Health Screening shows the green GO sign.

All 9th graders will enter the campus using the Fournace entrance. Parents are not allowed to leave their vehicle. These students will use the North entrance to the Trotter building entering socially distanced through the glass doors labeled ENTER. Arrows on the floor show proper flow patterns.

10th graders are asked to enter the Trotter through the main glass doors (parking lot side -west). These students should enter socially distanced through the glass doors labeled ENTER.

11th and 12th graders will enter the campus from the parking garage using the walkway between the B building and the dance hall.

School Departure

All students should be picked up and/or depart using the same entrance/exit mentioned above.

Late Arrivals

All EHS gates, except the Fournace gate, will be closed by 8:05 am each day. Students arriving after 8:05 am must check in with the security guard at the Fournace gate who will check for attestation. If the School does not have an approved attestation form (GO), the student will not be allowed to enter campus.

Students who are late to campus must also check in at the attendance desk to sign in. Whenever in a line at school, students should abide by the social distancing rules as designated by the signage on the floor and added safety shields. Several areas will receive plexiglass shields: high traffic/face-to-face contact areas such as the attendance desk, Convent reception area, and the bookstore, as well as all World Language classrooms where it is important for students to hear and see words as they are pronounced.

Chapel/Break

Students will meet in their designated advisory room for Chapel. The advisor will either use the classroom projector or monitor to follow the Chapel service. If the advisory location is not equipped with this technology, the advisory will watch on their individual computers. Break will be distributed and consumed in each advisory room. Advisors will be notified when his/her advisory will meet in-person for Chapel. Four advisories will be so designated each block day of the S2 schedule. Seats in the Chapel are marked to ensure social distancing. Break will be provided for these students.

Passing Time

An additional five minutes has been added to passing times to allow for the staggered dismissal of classes each period. Even numbered classrooms will dismiss on the first bell and odd numbered classrooms on the second bell. Students are prohibited from leaving their seats and

stacking at the classroom door. Teachers are encouraged to stand outside their door during dismissal to remind students of social distancing and to keep them from congregating. Arrows showing traffic flow including for hallways and staircases are located throughout campus. In addition, there is signage to denote doors for entrance and exit only.

Lunch

In the S2 schedule, 5A and 5B lunches no longer exist. There is a 5th period class followed by a 40-minute lunch. For lunch, students and their teacher (substitute) will remain in their 5th period classroom. So that 5th period teachers do not have to proctor lunch each day, each department will proctor these rooms on a rotational basis with members who do not have a 5th period class. Pre-packaged lunches will be delivered to the classrooms or to designated areas on campus. This also includes remote learners and students with a free period who will receive and eat their lunch in Scurlock gym, the Chapel transept, or the team/health room in Alkek. For those in small classrooms, your teacher may choose to take you outdoors when the weather is pleasant.

Restroom Use

Teachers will use their discretion when allowing students to go to the restroom during class. Only three students may be in a restroom at any one time. Students will either wait outside the restroom properly distanced or find another restroom when it is at maximum occupancy. Once again, students should wash their hands before leaving the restroom. Our restrooms are now equipped with no-touch faucets for added safety.