



*I am, I can,
I ought, I will!*

September 15, 2020 edition

SCCS PANDEMIC HANDBOOK

The purpose of the *SCCS Pandemic Handbook* is to help South City Community School teachers, staff, parents, and students stay on track as a school family as we unite to accomplish our unchanging mission—to cultivate the love of learning—even in the midst of a global pandemic. As a Charlotte Mason school, we still believe that education is an atmosphere, a discipline, and a life. We see our children as beautiful persons made in God’s image, who learn best in meaningful relationships with others. We are ready to share the risks, hardships, and rewards of this school year together, “for the children’s sake!”

Our intention is to prioritize a return to in-person school whenever it is possible to do so safely. A successful return to in-person school during a pandemic will depend upon us uniting as a community to follow the most up-to-date, evidence-based health and safety protocols, while also staying attuned to the advice of local health officials and governing bodies.

If, in spite of our best efforts, in-person school becomes unsafe or untenable, we will pivot to either full at-home learning or a hybrid model. We have re-imagined *SCCS at Home* with the

intention of providing an improved, more values-aligned learning experience than what we experienced during our emergency shift to at-home learning in the spring of 2020.

The *SCCS Pandemic Handbook* will be our source for shared guidelines throughout the 2020-21 school year, but we anticipate making revisions as needed. Each revised edition will have the date clearly marked on the cover page. We will send each new edition by email as a PDF to our entire community with a list of specific changes.

The most up-to-date edition of the *SCCS Pandemic Handbook* will be available at all times on the COVID-19 page of our website.

We are ready to share
the risks, hardships, and
rewards of this school
year together.

In-person School



Our plan for in-person school will apply whenever students are in the building, whether in a full return to school, or within a hybrid model.

COMMUNICATION & CONTACT TRACING

If a member of your family has a suspected direct contact with a COVID-19-positive individual or a confirmed positive case, we ask that your first point of contact at SCCS be the Head of School at (314) 339-6190, not your child's teacher. Unlike a typical student absence or illness, we are handling cases of COVID-19 in consultation with the St. Louis City Health Department and must follow appropriate contact tracing and confidentiality protocols. Once we establish the appropriate action plan for your family, we will inform your child's teacher and together create a support plan for continuing your child's education at home in the event that a time of isolation or quarantine is required.

FIVE-LAYERED DEFENSE STRATEGY

1 Daily Health Screenings

Daily health screenings designed to keep symptomatic adults and children at home and rigorous compliance with our regular sick policy are both an important part of our strategy for preventing a possible outbreak of COVID-19 on campus.

SCCS is now using Magnus Health, a HIPAA-compliant digital platform for tracking health data. Parents must create an account with Magnus Health and download the Magnus app on a personal device. All faculty, staff, and parents are utilizing this mobile app specifically designed for COVID-19. Using the app, faculty and staff are required to complete a health screening and self-report any COVID-19 related symptoms daily before the start of each school day, whether staying at home or coming in to campus. Parents must complete the same screening on behalf of each student before the start of each school day. The school will receive notification when a student answers yes to any COVID-19 symptoms. Students who have not completed the screening will be assisted by a staff member (including having their temperature checked) before entering the building.

The room behind our front desk reception area is now a dedicated Wellness Room for students who present with any symptoms during the school day. We are practicing a higher level of adherence and accountability to our regular sick policy, per the SCCS Family Handbook.

The Wellness Procedures flow chart on page 6 (which is taken from Washington University School of

Medicine and the Exclusion Guidance of the St. Louis City Health Department) is designed to help parents, staff, and teachers make decisions about if and when to stay home.

2 Cloth Face Coverings

Universal mask wearing is the second part of our five-layered pandemic strategy. We know that when we are together in person, mask wearing is our first line of defense against the on-campus spread of COVID-19. Our teachers will use a gentle approach with students as we seek to create a school culture where mask-wearing is seen as an act of kindness and concern for the welfare of all.

All adults and students in kindergarten through eighth grade are required to wear masks indoors at all times, with few exceptions. Students and teachers may remove their masks to eat lunch as long as they are seated at their desks. Students may also move their mask aside briefly to drink from their water bottles while seated at their desks.

Preschool students should bring a mask to school each day but are not required to wear one during the regular school day in the separate building on the SCCS campus. Preschool students enrolled in our Extended

Day Program must wear a mask during those program times.

Masks should fit snugly around the face and below the chin, and cover both the mouth and nose. Masks made of fleece fabric or with a valve are not acceptable. Ideally masks should be made of two layers of fabric, or—according to Wash. U Pediatrics and Infectious Disease specialist group advising us—pass the “candle test.” That is, you should not be able to blow out a candle while wearing your mask.

Repeating prints are acceptable on masks but in keeping with our dress code, students should avoid wearing masks with distracting graphics like licensed characters.

Additional PPE such as face shields and the plexiglass shields on classroom desks and tables are considered an extra layer of protection, not a replacement for mask wearing.



All guests, delivery personnel, and workers who enter any building on the SCCS campus are required to wear a face mask at all times.

Each SCCS student and staff member has been provided with five CDC-compliant, reusable face masks, and we also have additional clean face coverings on site to replace soiled ones as needed.

Because we plan to maximize outdoor time, teachers and students will enjoy mask-free time while outdoors during the school day while also practicing good social distancing habits.

Our pick-up and drop-off routines have been changed this year to support both daily health screenings and cohorting. See pages 7–8 for details.

3 Classroom Cohorts & Social Distancing

Cohorting is another important part of our five-layer mitigation strategy for in-person schooling during a pandemic. Maintaining a limited number of close contacts for each person in the building will prevent a widespread outbreak of COVID-19 and limit the number of people who must quarantine in the event of a positive COVID-19 case on campus.

Students will be kept in classroom and grade level cohorts to ensure that they interact with a limited number of adults and other children through the course of a school day.

In our main building, hallway floors have been marked with arrows and

“sit spot” decals to remind students to social distance when moving through shared spaces. The back stairwells have been designated as one way up and one way down.



Teachers are taking instructional time, lunch, and break times outdoors often and for longer periods of time, as weather permits, which is also in keeping with

our Charlotte Mason educational philosophy. Students may bring their own camp chair, mat, or folding stool for use outdoors.

Per the guidelines of St. Louis City Public Schools, seating in each of our classrooms is arranged to enable three feet of distance between students on each side. Where students are seated at tables plexiglass barriers have been added as an additional layer of protection.

Weekly chapel services on Wednesday mornings are being held remotely and attended in classrooms, with classmates via video. No other school-wide assemblies are being held.

Bathroom breaks are being staggered to prevent crowding. Different classrooms must take bathroom breaks at different times. Students who need to go to the bathroom individually will wait on a designated spot in the hallway if the bathroom is being used by another class cohort.

Recess times are being staggered and classes are staying in different zones on the playground or utilizing other green spaces on campus to prevent class intermingling. The

sandbox has been removed from the playground and each class has their own set of balls, chalk, etc. Teachers are sanitizing the high touch areas of play structure surfaces at the end of their recess time.

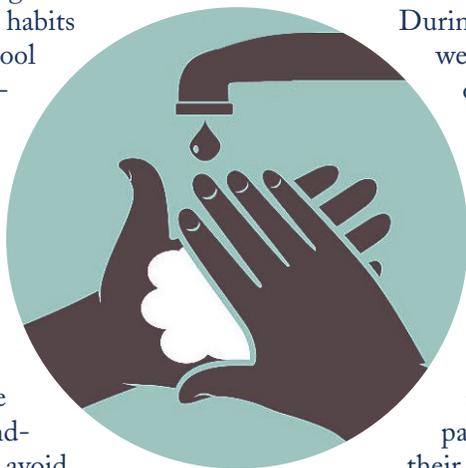
School drinking fountains are closed to prevent students from congregating in the hallway with other class cohorts and sharing additional high-touch surfaces. Teachers now have pitchers of water in the classroom for students to fill their water bottles (disposable cups are also available if needed).

For the purposes of contact tracing, each classroom has a visitor log. Any member of staff who enters the classroom during the school day must sign the log in order to leave a record of their visit.

4 Hygiene

Classroom teachers and students are practicing a high level of regular sanitation habits within their school day routines, especially increased hand washing and sanitizing. Students must wash hands before lunch and snack and sanitize hands afterward. Teachers are regularly reminding students to avoid touching their face, nose, and mouth and asking them to sanitize their hands when they do.

Our classrooms have fewer shared items such as pillows, and students



have separate supply pouches or caddies for school and art supplies, and tables have plexiglass dividers where appropriate. Specials classes (art, music, and French) are being conducted in the classroom and specials teachers have extra time in between classes to sanitize as needed. Classrooms are no longer using tablecloths during lunchtime and tables are being sanitized before lunch.

Every classroom now has a wall mounted hand sanitizer dispenser for sanitizing hands upon entering and exiting.

5 Facilities Cleaning

SCCS is partnering with a professional cleaning service to ensure daily, thorough cleaning of our facilities. During the school day our staff is disinfecting high touch areas in shared spaces, such as railings and door handles. The janitorial service cleans again nightly.

During staff training week in August our staff received training from cleaning professionals on how to best sanitize high-touch surfaces throughout the day. Students are also participating in keeping their classrooms clean, wiping down tables and high touch areas (doorknobs, tops of chairs, personal supply areas, etc.), at the end of each school day.

OTHER AREAS OF SCHOOL LIFE

Immunizations

As in any typical school year, per the SCCS Family Handbook and Missouri law, all enrolled students must have submitted a copy of their Immunization Record or appropriate Immunization Exemption Form, upon initial acceptance as a new student, and at the start of kindergarten and eighth grade.

We strongly urge all SCCS students and staff to receive a flu shot this season. A high level of flu immunization among our student and staff families will help us to have a more successful school year as we strive to prioritize in-person schooling, keep attendance levels as high as possible, and stay healthy.

Extended Day Program

All Extended Day Programs are being held in designated classrooms. All school-wide routines for hygiene and social distancing apply to staff and children participating in Extended Day Programs. All adult and child participants, including preschool students, are wearing face coverings during Extended Day.

Outdoor play is prioritized and activities are moving outdoors whenever possible. When feasible, children may be assigned to a small group cohort with a single supervising staff member. Procedures for signing in and out of all programs will align with the arrival and dismissal procedures of the school in order to limit the number of people entering the building and to minimize unnecessary student interaction.

Carpooling

SCCS is following the Contact Tracing Protocols of the Wash U School of Medicine. According to their guidance for schools, adults and students who share transportation are considered a close contact for the purposes of contact tracing and quarantining. We are asking families to give careful consideration to these factors when making plans to share transportation with anyone outside of one's own household. Students who have shared transportation with another SCCS student who tests positive for COVID-19 will be asked to quarantine, so minimizing any non-essential carpooling this year will support our efforts as a community to keep everyone in school. If you decide to carpool, we ask that everyone wear masks and keep windows open to allow for good ventilation.

Enrichment Trips & Extracurricular Activities

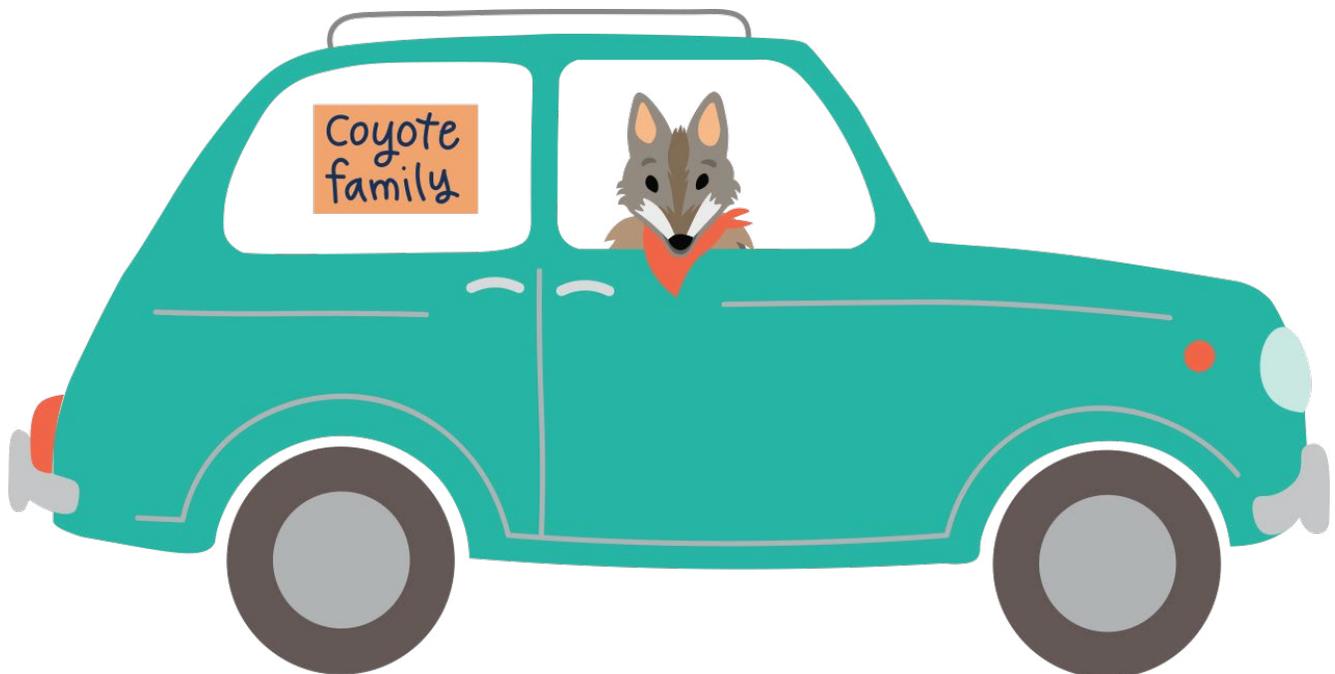
Choir, Chess Club, and our participation in the YMCA soccer league have all been canceled this year. Shakespeare may still happen but will be structured differently. Enrichment Trips around St. Louis are an important part of the SCCS student experience and we are saddened to have to cancel them due to the pandemic. However, students may still take some nature walks to Tower Grove Park whenever there is adequate staff available to provide the adult supervision needed to do so safely. This means that our older students may be able to take more nature walks this year than our youngest students. We are also working with various St. Louis organizations to bring enrichment learning experiences into the classroom virtually whenever possible.

Events, Guests & Parent Involvement

Non-essential visitors to the building are limited this year. Any visitors who enter the building will be screened for symptoms and checked in and out to maintain an accurate record for the purposes of contact tracing. Indoor parent involvement opportunities will also be limited or structured differently.

The annual Walk, Run & Ride will be held virtually, and other events like Open House, the Christmas Program, and Grandparents & Friends Day will likely be held virtually or structured differently. In-school student celebrations like the Thanksgiving Feast and Mosaic Day will be held separately within classrooms.

Indoor parent involvement opportunities will be limited or structured differently.



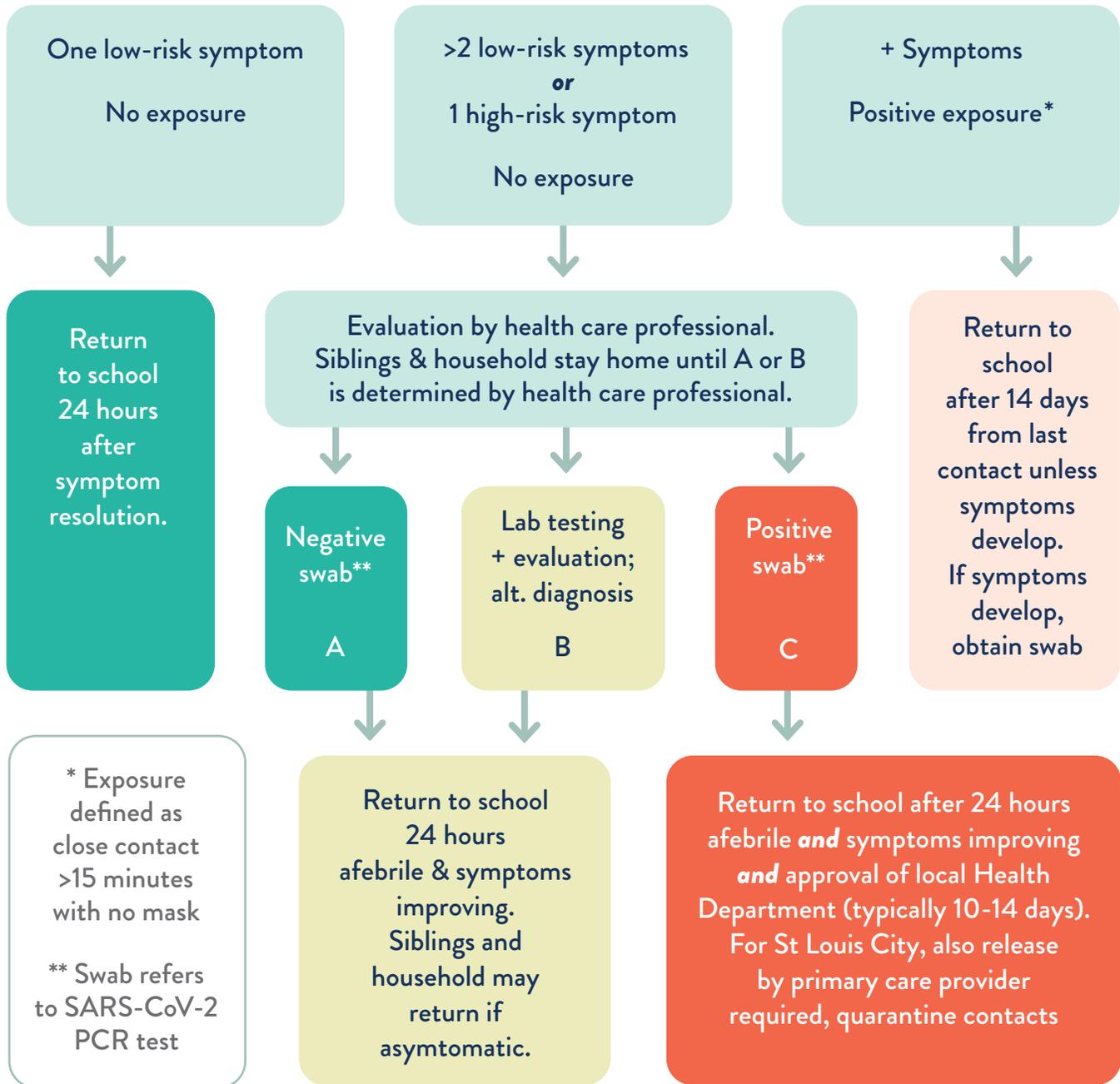


WELLNESS PROCEDURES

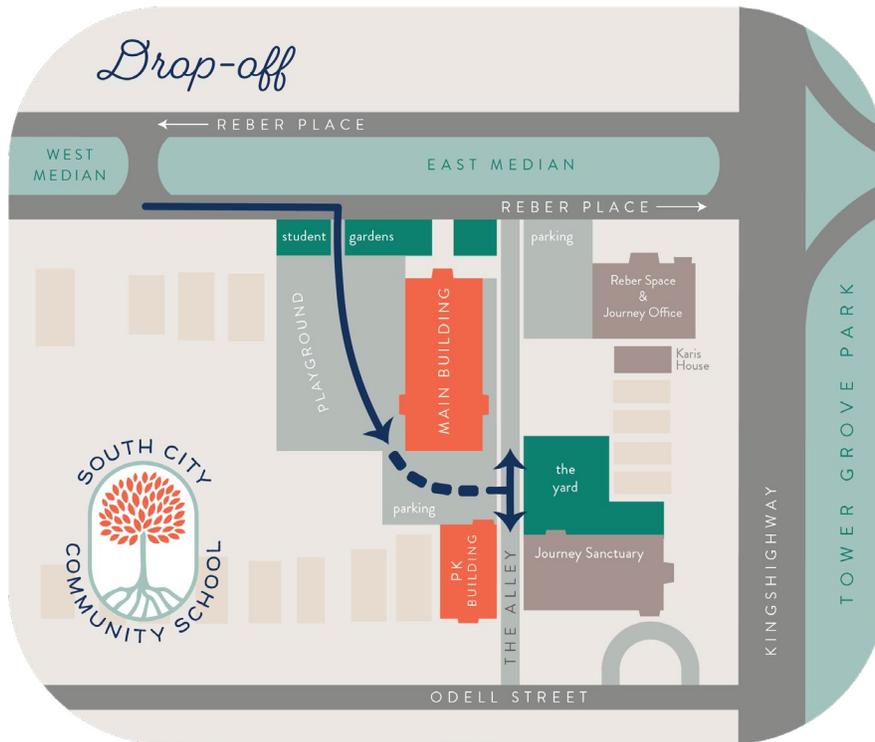
LOW-RISK SYMPTOMS
 fever > 100.4 F • sore throat
 congestion / runny nose • headache
 nausea / vomiting / diarrhea • myalgia

HIGH-RISK SYMPTOMS
 new or worsening cough
 difficulty breathing
 loss of taste and smell

SCREEN ALL STUDENTS for potential COVID 19 symptoms or exposure:



* Exposure defined as close contact >15 minutes with no mask
 ** Swab refers to SARS-CoV-2 PCR test



DROP-OFF TIMELINE

8:00 A.M.

SCCS staff will open the front gates on Reber Place to allow parents to drive into the parking lot. Please display your orange sign in your window so that staff can check whether or not you've completed your Magnus Health screening.

8:20 A.M.

SCCS staff will open the front gates on Reber Place to allow parents to drive into the parking lot. Please display your orange sign in your window so that staff can check whether or not you've completed your Magnus Health screening.

8:20 – 8:40 A.M.

Remain in your vehicle. Please wear

a mask if you need to speak to a staff member or exit your vehicle at any time.

Your child will be directed to enter the main building through the alley-side door. Preschool students will enter the alley entrance of the preschool building. Staff members will be on hand to guide our youngest students to their door.

Once in the building, students will walk directly to their classroom. Parents will exit the loading zone through the alley and the next 5-6 cars will be directed into the unloading zone.

8:40 A.M.

Staff will close the front parking lot gate. If you arrive after the gate is closed, please follow the late procedure outlined in the Q&A.

DROP-OFF Q&A

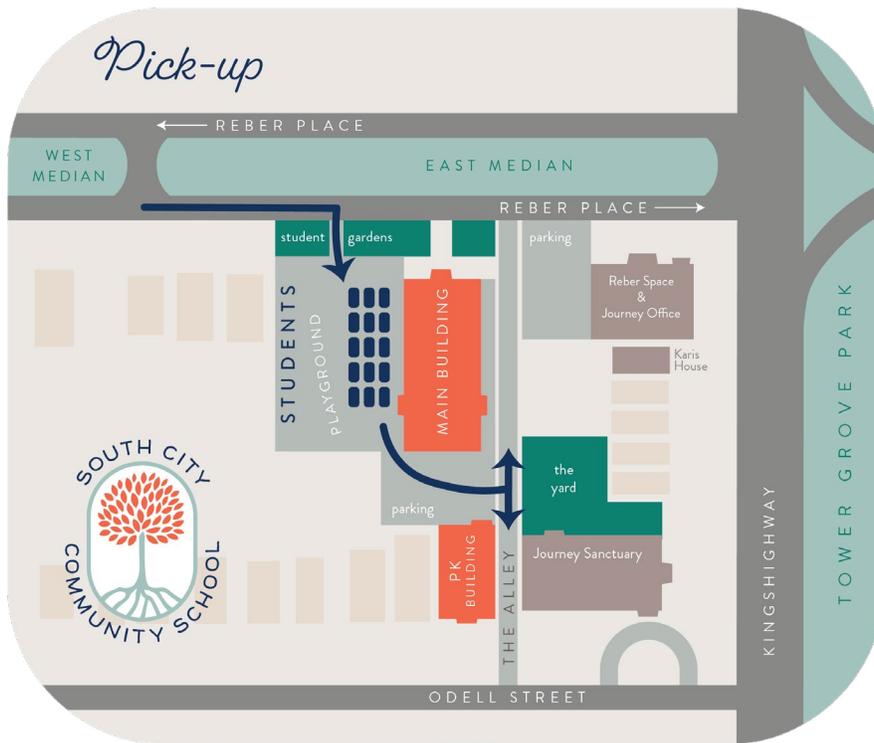
What if we don't complete our child's screening at home?

A staff member will follow up with you during your wait before you reach the unloading zone. If you know you need assistance please alert the staff member at the entrance of the gate upon arrival.

What happens if we're late?

If you arrive after 8:40 a.m. and find the parking lot gates closed, please park and walk your student(s) to the front doors. Ring the bell and a staff member will greet you, verify your Magnus screening is complete, and send your student to class. Students will be marked tardy for school.

In-person School



PICK-UP TIMELINE

12:55 P.M. or 3:10 P.M.

Staff will open the front gates of the parking lot so that parents can drive in and park, forming five lanes.

1:00 - 1:15 P.M. or
3:15 - 3:30 P.M.

Students will arrive in the parking lot for dismissal. Please remain in your vehicle and place your carpool sign in your window.

At 1:00 p.m. / 3:15 p.m. the parking lot gate will be closed and teachers will dismiss student so they can walk to their vehicles. Students in grades PK3-2nd will be escorted to their vehicle by their teacher. Students in grades 3rd-8th will be dismissed to walk to their vehicles as their names are called.

When all students are securely in their vehicles all will be dismissed through the rear parking lot gate and the front gate will be opened for another set of vehicles. The process will be repeated as needed until 1:15 / 3:30 p.m.

1:15 P.M. or 3:30 P.M.

Staff will close the front parking lot gate. If you arrive after 1:15 or 3:30 p.m., please follow the late procedure outlined in the Q&A.

PICK-UP Q&A

What happens if I'm running late to pick-up my child?

To align with our school wide pandemic procedures which rely on cohorting as one of our most effective mitigation tools, if your student is not picked up on time, he or she will

not join our After Care or Late Care Program but will wait outdoors with a supervising adult until a parent or caregiver arrives.

Please make every effort to pick up your child on time.

What happens when it's raining? Or too cold or too hot?

We are working to improve and provide some amount of shelter from sun and inclement weather for our students. Students are encouraged to always wear appropriate clothing for waiting outdoors. During extreme inclement weather students may be dismissed from indoors. We appreciate your patience on such days as the pick-up process will likely take more time than usual.