



COVID-19 Health Protocols San Antonio Academy of Texas

Updated December 11, 2020

This manual is subject to change and will be updated as new information becomes available.

This document is a list of procedures SAA will follow as we conduct our 2020-2021 school year. SAA is implementing several strategies to encourage behaviors that reduce the spread of COVID-19. Our protocols are based on the current CDC guidelines, and the recommendations of our COVID medical task force, which includes a doctor of pediatrics, two doctors of emergency medicine, and a hospital administrator. We will continue to monitor the local and state health announcements and guidelines, and adjust our protocols as necessary.

COVID-19 Symptoms are:

- 100.4 F. temperature
- Sore throat
- New uncontrolled cough that causes difficulty breathing
- Diarrhea
- Vomiting
- Abdominal pain
- New onset of severe headache, with a fever

SAA will conduct the following protocols to reduce the spread of COVID-19:

If a child or employee feels sick they should stay home.

Temperature check

Students and staff will have a temperature check each morning before school.

- Students will be checked as they exit their cars.
- Staff will report to an employee temperature check station.
- If a student or staff member registers a temperature of 100.4 or above and does not have other COVID-19 symptoms, they must go home and be fever free for 24 hours without fever reducing medication before returning to school.

Ventilation

SAA has partnered with the company Wellaware to install Pureware filtration systems in classrooms. Pureware is an antimicrobial filtration system that will provide our students and staff with an extra level of safety. You can learn more about the Pureware system [here](#).

Water System & Student Hydration

SAA has installed touchless water dispensers throughout campus.

Students are required to bring their own refillable water bottles which should be taken home and cleaned each night.

Hand Hygiene and Respiratory Etiquette

Proper handwashing will be taught and reinforced.

- Proper hand washing requires the use of soap and water for at least 20 seconds.
- Increased monitoring will occur to assure adherence among students.
- If soap and water is not readily available, hand sanitizer that contains at least 60% alcohol will be used.

Staff and students will be taught recommended respiratory etiquette.

- Cover coughs and sneezes with a tissue.
- Dispose of tissues in the trash can after use and wash hands immediately with soap and water for at least 20 seconds.
- When a tissue is not readily available, sneeze into the elbow.

Face Coverings

Appropriate face coverings are required for all persons on campus including teachers, staff, and students in all grades. Appropriate face coverings are:

- multilayer cloth or medical masks
- ~~multilayer cloth gaiter~~ **Update 12/10/20:** gaiters are no longer permitted

Teachers may switch to face shields during classroom instruction if the lesson requires the students to be able to see the teacher's face (i.e., phonics lesson).

- SAA understands that students will need time to remove their masks and we will provide time within the day for "mask breaks" when six feet of physical distance can be achieved.

Adequate Supplies

SAA will support healthy hygiene behaviors by providing adequate supplies:

- soap
- hand sanitizer with at least 60% alcohol
- paper towels
- tissues
- disinfectant wipes
- cloth face coverings when needed

Posting Signs and Messages

SAA has posted signs in highly visible locations promoting everyday protective measure such as:

- proper hand washing
- proper wearing of a face covering
- establishing one way traffic patterns where possible

SAA will make regular announcements regarding how to reduce the spread of COVID-19 in chapel, classrooms, and posted through our social media platforms.

Cleaning and Disinfecting

At the end of each day, the school will receive a thorough cleaning and sanitizing from our custodial staff. Increased attention will be given to cleaning and sanitizing frequently touched surfaces within the school.

- Frequently touched surfaces will also be sanitized by teachers and staff.
- Desks will be sanitized before and after lunch.
- During the lunch hour, the bathrooms and handrails will be cleaned and sanitized.
- The playground equipment will be sanitized at 6:00pm each day.
- The custodial staff will work until 10:00pm to prepare the campus for the following day.

Limiting Shared Objects

- The sharing of electronics or items that are difficult to clean will be discouraged or disinfected after use.
- Individual bags with necessary school supplies to reduce sharing of items will be provided.

Modifying Classroom Layout

- Whenever possible, desks and seats will be spaced 6 feet apart. Students will be required to wear a mask whenever 6 feet of distancing is not possible.
- Desks will be facing in the same direction.
- Hard to clean surfaces like bean bags, pillows, and stuffed animals have been removed from the classrooms.

Cohorting Students

Cohorting students is recommended as a way to reduce the potential spread of COVID-19. SAA will use cohorting as an additional mitigation measure. This means students will be in groups that remain together throughout the school day.

Remote Learning Option for Students

SAA is offering remote learning as an alternative to face to face instruction for those families who would prefer to have their son remain at home.

Athletics and Extracurricular Activities

SAA believes athletic activity and competition are important to the healthy development of boys, and we will pursue participation in sports and activities in ways that minimize the risk of transmission of COVID-19 to players, families, coaches, and communities.

When making decisions regarding team and individual athletics, SAA will also take into consideration the guidelines of the University Interscholastic League (UIL).

Food Services

Although we cannot have our traditional family style lunch, we will have a healthy and enjoyable lunch experience for our boys.

- Individually boxed meals will be served to the classrooms instead of the dining hall.
- We will continue to ensure the safety of boys with food allergies.
- Birthday treats must be dropped off during morning carpool and will be delivered to your son's cohort classroom for lunch.

Confirmed Diagnosis of COVID-19 Response Protocol

If a student, employee or member of their household has reported a case of COVID-19, the diagnosis must be confirmed by a certified testing location or by a treating physician.

If a confirmed diagnosis occurs, SAA will use the following protocol:

- A confirmed case must be reported to Nurse Iglesias, Mr. DuBose, and Mrs. Dunn.
- In accordance with state and local laws and regulations, a school administrator will notify local health officials, staff, and families immediately of any case of COVID-19 while maintaining confidentiality.
- If a student, teacher, or employee has been in close contact with a person who has received a confirmed diagnosis of COVID-19, that person will be informed to stay at home for 14 days, self-monitor for symptoms, and follow CDC guidance if symptoms develop.
- **Update: 12/11/20** - The CDC defines close contact as being exposed to a confirmed diagnosed person's infectious secretions (e.g. being coughed on) or being within six feet for fifteen minutes **with** or without a face mask.
- The school will ensure **all three** of the following criteria are met before the infected individual returns to campus:
 1. At least 10 days since symptoms first appeared, and symptoms include, but are not limited to:
 - temperature of 100.4 F or higher when taken by mouth
 - sore throat
 - new uncontrolled cough that causes difficulty breathing (for students with a chronic allergic/asthmatic cough, a change in their cough from baseline)
 - diarrhea, or abdominal pain
 - vomiting
 - new onset of severe headache, especially with a fever
 2. At least 24 hours with no fever and without fever-reducing medication.
 3. Symptoms have improved.

Secondary exposure to a confirmed diagnosis of COVID-19

A secondary exposure would include a person in the student or employee's household, or cohort who was in proximity of a person who is classified as a primary exposure (close contact to a confirmed or presumed COVID-19 individual). The primary exposure individual will quarantine as described above while the secondary exposure individual will not have to quarantine but appropriate precautions should continue to be followed.

- Student/employee may come to school or work.
- Parents should monitor for symptoms of COVID-19 and if symptoms arise, quarantine guidelines should be implemented.
- SAA will inform the parents whose son is part of a cohort in which a confirmed diagnosis has been reported.

Cleaning and disinfecting when COVID-19 case reported

An isolation space has been created to use as a quarantine room for the person who is sick. SAA will then follow these protocols:

- Closing off areas used by that person, areas will not be used until after cleaning and disinfecting is conducted, ensuring non-porous (hard) surfaces are disinfected.

- Waiting at least 24 hours before cleaning and disinfecting the area, if feasible.
- Ensuring safe and correct use and storage of cleaning and disinfecting supplies.

Visitors

At this time, SAA is limiting campus access to students and employees. Parents will be able to enter the campus to pick up a child at the nurse's station, and all individuals who come onto campus including parents, guardians, or caregivers must receive a temperature check.

Deliveries will be left with the security guards or placed under the pavilion.

School Gatherings

At this time, SAA will not conduct large social gatherings. We will continue to monitor our local and state health officials' guidelines to determine when this policy will be amended.

Employee Leave (Time Off) Policies and Excused Absence Policies

SAA will follow the expanded leave provisions made available through the Families First Coronavirus Response Act (FFCRA), which includes Emergency Family and Medical Leave Expansion Act (EFMLEA), and the Emergency Paid Sick Leave Act (EPSLA).

Back-Up Staffing Plan

SAA has increased the size of the substitute teachers' pool in the event extra teachers are needed.

Designated COVID-19 Point of Contact

Please contact Kimberly Dunn, Associate Head of School, and she will assist you in getting the help or answers you need. kdunn@sa-academy.org