



CAMPUS RE-ENTRY PROTOCOLS AND GUIDELINES 2020-2021

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Introduction and School Priorities

Good Shepherd Episcopal School looks forward to welcoming students, faculty, and staff back to school on August 26. Despite the challenges with COVID-19, Good Shepherd will continue to provide an excellent education to its students in both in-person and distance learning environments.

Our priorities for the 2020-2021 school year will focus on: the health, wellness, and safety of our students, faculty, and staff; instructional excellence, no matter where our students are learning; listening and communicating with our community; and furthering equity and innovation throughout the school's environment.

While Good Shepherd is planning for two different instructional environments, our desire is to have all students on campus every day for learning. There could be times when, either by state mandate or for quarantine purposes, we will need to move to a distance learning environment.

The situation with COVID-19 is continuously changing, as are the protocols and measures needed to keep students, faculty, and staff safe. Plans will remain flexible to accommodate potential changes, and these guidelines may be modified as needed. As adjustments may be necessary throughout the coming school year, it will be our priority to keep the community informed of those changes and updates. The school's [website](#) will provide you with the most up-to-date information.

KEY PRIORITIES

- ▶ Health, Wellness, and Safety
- ▶ Instructional Excellence
- ▶ Parent Choice
- ▶ Equity and Innovation
- ▶ Communication

Feedback & Input: Surveys

In the spring and over the summer, the school sent several family surveys, seeking feedback on the overall distance-learning experience, connectivity/technology, student engagement, social emotional well-being, and what improvements could be made for the fall, to effectively prepare for returning for the 2020-2021 school year. We also sought information about on campus learning in the fall and the questions or concerns from families. From the responses, there were seven main areas of concern: facial coverings/masks, social distancing, exposure, rhythm of the school day, distance learning, cleaning, and screening. Each concern, and much more, is addressed in detail

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

throughout this document.

Fall 2020: Instructional Information for Families

This fall, Good Shepherd will be implementing instructional practices to provide consistency across learning environments and to ensure the health, safety, and wellness of students, faculty, and staff.

Start of School:

After considerable consultation and deliberation with area independent schools (both religious schools and non-religious schools) and our Board of Trustees' executive committee, **school will begin with distance learning on August 26, and on-campus learning will begin on September 8th.** The first days of school generally include setting expectations, procedures, and ways of being a classroom community. These activities will happen as online experiences. We will also take time to review our protocols for returning to campus so your children are confident and ready for September 8th.

Options for 2020-2021:

Parents will be able to choose between on-campus or distance learning at the beginning of the school year. If you select distance learning, you will have the opportunity to re-enter on-campus learning at the beginning of each trimester. You will also be able to opt-in to distance learning for a 14-day quarantine at any time.

Parents and students understand there could be instances in which, due to potential exposure to COVID-19, the school could implement distance learning for a classroom, grade, division, or entire school. This decision will be made under the consultation of the Dallas County Health Department. No tuition proration will be provided in the event of a mandatory period of distance learning. Evidence of the antibody test will not be accepted as a release for returning early from a quarantine. All students, faculty, and staff who are impacted by a mandatory period of distance learning must follow the guidelines for distance learning.

Additionally, there could be instances in which, due to potential exposure to COVID-19, parents opt-in to an optional 14-day period of distance learning for a classroom, grade, division, or entire school. If electing to participate in distance learning for the period offered, the student is required to complete the entire 14-day period offered off campus and may not elect partial periods. No tuition proration will be provided in the event of an optional period of distance learning.

On-Campus Learning: Students and faculty will attend class in-person five days a week, excluding school holidays, while following public health guidance and safety measures from state, federal, and local health guidelines and recommendations.

Distance Learning: Students will participate from home in virtual learning consisting of both synchronous (live) and asynchronous (independent learning) curriculum. Daily student participation will be required, and structured schedules will be provided to students.

As you make your decisions on the best learning option for your family, we ask you to be aware of the following:

On-Campus Learning

- Students participating in on-campus learning will be expected to follow all safety procedures, put in place for the safety of students, faculty, and staff. Families should prepare for precautions such as face coverings/masks which meet the school requirements in specific situations, social distancing, limited numbers of students in the hallways, changes to lunch procedures, and more.
- The school is implementing a no-touch policy (no handshakes, hugs, elbow-taps, or high-fives). Our faculty members are experts at creating warm, engaging classroom communities. If a child is visibly upset, our faculty will be able to make the best decision for the well-being of the child and choose the best ways to nurture him or her.
- Faculty will plan instruction to adapt quickly from on-campus learning to remote learning in the event of a temporary move to distance learning due to COVID-19 spread.

Distance Learning

We spent considerable time this summer working on our distance learning program. We know we need education to be nimble this year, as we will have some students in distance learning and some on campus. Our goal is to integrate teaching and learning models that are effective and engaging, no matter where students are located. Below are various ways the distance learning experience this school year will be different from the spring.

Integrated Teaching Strategies:

Our goals for distance learning have been aligned with what our philosophy of excellence in pedagogy means for us. Students learn best when they immerse themselves in a learning experience, such as project-based learning, collaboration with peers, choice in their learning, and authenticity in their work. Through these experiences, our students gain content knowledge, along with skills that support critical thinking, problem solving, and the application of those skills. As we have continued to build a bridge for learning, we notice students reflect, self assess, and articulate connections from their learning to the experiences they have in the real world. We have

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

identified practices for distance learning that will continue to support these connections, no matter the student's location. During the summer, our faculty have not been idle! They have been considering ways to shift their teaching and learning models in order to engage students who are at home or on campus. A few examples of some of the teaching and learning models your children might experience this year include:

- Project-based learning - Our faculty are working to develop more experiences for students to gain knowledge by investigating and responding to authentic, complex questions through inquiry. These projects allow for students to collaborate with their peers, take time away from screens to create, and use the world around them to learn and apply their knowledge.
- Integrated projects - Grade-level teams are working together to create crossover experiences through multiple content areas. The integration of knowledge and skills in one content area scaffold and support learning in another content area, such as math, language arts, and history. This allows for knowledge to be layered in a way that is more like real-world experiences. You may see some integration with our fine arts teachers to incorporate art or music into projects that were once "self-contained." You will also notice the use of a variety of technology applications so students can communicate and demonstrate their knowledge through video, drawing, creations, and reflections.
- Flipped learning - You may see your children gaining content knowledge at home during after school hours through videos, screencasts, articles, or presentations so their lesson has been "flipped." This allows the teacher to use Zoom times, or face-to-face times during class, for small group work, the practice and application of skills, as well as more one-on-one time to clarify and dig deeper for better understanding of a concept.
- Hyperdocs - Hyperdocs are digital documents in which a variety of learning components are hyperlinked to guide students through their learning cycles during asynchronous work.

We know meaningful relationships between students and faculty are the foundation of effective learning environments. We understand the importance of continuing to build and maintain these relationships while on campus or at home. With these educational practices we have chosen, the relationships and learning will flourish as our students continue to collaborate and interact socially with their friends to thrive as active learners.

Learning Management Systems:

All three divisions will be utilizing learning management systems:

- Early Childhood (EC) = Google Classroom
- Lower School (LS) = Google Classroom
- Middle School (MS) = Schoology

For students in LS and MS, the management systems will be a place where assignments and due dates are posted, information for parents and schedules will be

available, and parent education pieces will be stored. Both students and parents will be able to access the learning management systems to navigate assignments.

For students in EC, Google Classroom will be a management hub designed to provide parents a central location for information on schedules, assignments, and resources. Students will access their assignments and post their work through Seesaw.

Schedules:

Daily classroom schedules will contain asynchronous and synchronous assignments for distance-learning environments to reflect a more typical daily classroom schedule. In addition, policies for Zoom etiquette, parent roles, and student responsibilities will be communicated to our families and available in the learning management systems.

Synchronous Learning Sessions:

Zoom sessions, scheduled during school hours, will play a large role when students are learning from home. Whole group sessions will be used for relationship building, class construction, and social emotional support for students. Direct instruction will occur in small group sessions spaced across the day. Faculty and division heads will work together to create a balanced program to account for the amount of student screen time, one-on-one sessions for remediation, extensions, and assessments.

Assessments and Grading:

Assignments and opportunities for practice and application will be posted to Schoology for MS students and displayed in Google Classroom for LS and EC students. Both platforms can be easily navigated by our middle and lower school students. In the spring, we utilized a flexible grading system for our emergency distance learning. We will return to our more typical grading system to assess student progress and mastery, regardless of student location.

Uniforms:

School uniforms are an important way to help students focus on school and learning. Just like arriving at school helps students switch to school expectations, wearing uniforms also helps students prepare to learn. Further, uniforms will help students who are at home feel more closely connected with the students who are on campus. With the changes we have made to the distance learning program, and the ways in which students will interact online and in person, we believe it is crucial all students, whether they are learning at home or at school, wear their uniforms. Students will be expected to wear their uniforms anytime they are engaging in Zoom sessions or in other platforms where they are video-conferencing into classes.

GOOD SHEPHERD EPISCOPAL SCHOOL DISTANCE LEARNING

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Good Shepherd Episcopal School Distance Learning is a remote learning opportunity allowing students to engage in high-quality learning experiences, utilize instructional resources, and meaningfully connect with faculty and other students. All activities will be designed to meet the needs of the student in the online environment through differentiated experiences consistent with those of their grade-level peers who are on campus.

- ▶ Faculty will teach distance learning students from their classrooms or other assigned facilities.
- ▶ In this setting, faculty will provide instruction, learning resources, and support through the use of Google Classroom and/or Schoology.
- ▶ Parents will support students to ensure they have access to a device, a designated place to work, and are engaged in virtual learning activities.
- ▶ We will ensure open lines of communication between faculty, students, and parents, as we work together to ensure each student is academically and socially-emotionally future ready.
- ▶ Faculty will utilize the same curricular standard for on-campus and distance-learning students and will design strategies for learning in the remote environment.
- ▶ Grading will be consistent with the guidelines and practices used in on-campus instruction.

Remote Synchronous Learning is defined as two-way, real-time, live, instruction between faculty and students, through the computer or other electronic devices. Students enrolled in Good Shepherd Distance Learning will be assigned a virtual class schedule and must be available for live, synchronous instruction during each school day.

Good Shepherd student expectations for synchronous learning:

- ▶ Students attend class on time, per their class schedules.
- ▶ Students will follow the Good Shepherd dress code, as outlined in the Student-Parent Handbook, including wearing their uniforms during all live sessions.
- ▶ Students are ready to engage and learn.
- ▶ Students should have a designated, distraction-free workspace in their home to engage in learning.
- ▶ Students will show their faces on the screen to virtually engage with faculty.
- ▶ Students will participate in the class activities, discussions, and assignments.

Remote Asynchronous Learning is a curricular experience in which students engage with learning materials on their own time, applying and practicing skills, and interacting intermittently with faculty via the computer or other electronic devices. In this setting, faculty will provide instruction, learning resources, and support through the use of Google Classroom and/or Schoology.

Good Shepherd student expectations for asynchronous learning:

- ▶ Students will complete asynchronous activities assigned each day.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- ▶ Students show proof of participation in daily asynchronous instruction by satisfactorily completing assignments to demonstrate evidence of student learning (e.g., video, picture, or activities submitted as lessons and/or completing assignments by due date).
- ▶ Students and parents will communicate with faculty when needing additional assistance, tutoring, etc.

Schedule for Distance Learning

While in a remote learning environment, time management is critical to success. Students and faculty must remain in communication regarding daily schedules and assignments. As with any traditional course, there is a risk of receiving a lower grade if a student falls behind. If students are struggling with time management, then the parent or student should contact faculty members for additional assistance.

Attendance for Distance Learning

Students who log in each day, and engage in faculty-direct instruction and faculty-assigned learning apps (including, but not limited to, Google Classroom, Zoom sessions, and/or Schoology), are considered “present” and **will not** be marked absent.

It is important for students to understand Distance Learning attendance is based on **daily** engagement, not solely the completion of assignments. Remote attendance will count in the same manner as on-campus attendance in satisfying this requirement.

**Students should access all learning apps, including Google Classroom and/or Schoology and Zoom, so we have accurate accounting of their logins and duration of engagement on a particular learning app.*

Distance Learning for Early Childhood

Faculty will structure the instructional day with synchronous (live) times and asynchronous times.

- ▶ Daily synchronous time may include activities such as:
 - ▶ Read alouds
 - ▶ Small group reading or math instruction
 - ▶ Community Circles/Morning Meetings/Check-ins
 - ▶ Direct instruction by faculty (mini-lesson)
- ▶ Daily asynchronous assignments are to be completed independently. These may include activities such as:
 - ▶ Art and science activities
 - ▶ Read alouds
 - ▶ Writing practice
 - ▶ Independent practice

Faculty will design small group time to differentiate instruction within the instructional block. This will require faculty to set up small group instruction schedules for students. It *This document is subject to change based on the evolving nature of the COVID-19 pandemic.*
Updated August 3, 2020

will be vital for faculty and parents to openly communicate the schedules for the students.

Regular communication and the partnership between faculty and parents will be crucial to the success of elementary students during remote learning. Parents may be needed at home to assist their child with logging into Zoom sessions and Seesaw, monitoring participation and progress in learning, and ensuring completion of asynchronous activities.

Distance Learning for Lower School

Faculty will structure the instructional day to ensure there are enough minutes devoted to each subject area, separated into some synchronous (live) times and some asynchronous times.

- ▶ Daily synchronous time may include activities such as:
 - ▶ Read alouds
 - ▶ Small group reading or math instruction
 - ▶ Number Talks/math discussions
 - ▶ Morning meetings and closing meetings
 - ▶ Direct instruction by faculty (mini-lesson)
- ▶ Daily asynchronous assignments are to be completed independently. These may include activities such as:
 - ▶ Choice boards
 - ▶ Student reading
 - ▶ Writing assignments
 - ▶ Independent practice
 - ▶ Specials assignments

Faculty will design small group time to differentiate instruction within the instructional block. This will require faculty to set up small group instruction schedules for students. It will be vital for faculty and parents to openly communicate the schedules for the students.

Regular communication and the partnership between faculty and parents will be crucial to the success of elementary students during remote learning. Parents may be needed at home to assist their child with logging into Google Classroom, monitoring participation and progress in learning, and ensuring completion of asynchronous activities.

Distance Learning for Middle School (Grades 5-8)

Classes within this environment will follow the schedule for on-campus students. The students' learning schedule requires participation in synchronous and asynchronous learning.

Faculty will structure the instructional day to follow the middle school schedule. Within each course/subject, faculty will plan for students to participate in synchronous and asynchronous learning.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Intervention and Enrichment for Remote Learning

Intervention, enrichment, and tutorial time will be scheduled regularly for students to best meet their academic needs. During this time, students may engage in assigned group activities, project-based learning activities, small group, or individual instruction. Faculty will communicate with students their plan for the designated time.

Academic Learning Lab Students (*Middle School Only*)

Academic Learning Lab students who are participating in distance learning will receive virtual academic and organizational support. The Academic Learning Lab faculty will communicate with families to create a schedule for individual and/or small group sessions and support.

Good Shepherd Distance Learning Grading

Grading for all remote courses will follow the same grading policy as the courses in the on-campus model.

Instructional Roles & Learning Tools for Both Learning Environments

Although students may be learning in different environments, Good Shepherd is committed to providing consistency in high-quality instruction and learning tools for all students.

INSTRUCTIONAL ROLES FOR BOTH ENVIRONMENTS

Preparation for Learning

Student	<ul style="list-style-type: none">▶ Be prepared for learning each day, and have work and assignments completed and ready.▶ Complete coursework by deadline set by faculty.▶ For lower school and middle school on-campus learning: Take all materials and devices home each day in order to be prepared for possible move to distance learning.
Parent	<ul style="list-style-type: none">▶ Access parent resources to learn how students will navigate Seesaw, Google Classroom, and Schoology.▶ For on-campus learning: Encourage your child to put things (including devices) in a backpack, ready for school the night before.▶ For Good Shepherd Distance Learning: Create a designated, distraction-free place in your home for your child to use as a remote classroom.

Faculty

- ▶ Meet weekly with collaborative team to plan instruction for all students.
- ▶ Utilize the school's curriculum documents, and follow the scope and sequence provided by the curriculum department.
- ▶ Upload "Week at a Glance" for parents and students in Google Classroom or Schoology.
- ▶ Upload weekly instructional materials into Google Classroom or Schoology.
- ▶ Be prepared to teach daily lessons. Faculty will teach from their classrooms or from an assigned space.
- ▶ Take all materials and devices home each day in order to be prepared for possible move to distance learning.

Learning & Teaching Expectations**Student**

- ▶ Attend classes according to the school schedule (either on-campus or remotely), and give your best efforts in your school assignments.
- ▶ Participate in on-campus learning activities, or live synchronous virtual sessions, as instructed by faculty.
- ▶ Be organized in your work and in completing projects.
- ▶ Ask questions and communicate with faculty members.
- ▶ Be aware of what you should be learning each day.
- ▶ Become familiar with the structure of Seesaw, Google Classroom and/or Schoology and how your teacher organizes information.
- ▶ Complete and submit assignments by the assigned due date.

Parent

- ▶ Access My Backpack or Schoology (for middle school students) to view student grades.
- ▶ Check in with your child to monitor completion of homework and assignments.
- ▶ Discuss your child's favorite part of the day and what he or she learned in school.
- ▶ Facilitate academic support and encouragement as a learning partner to motivate and guide your child throughout the school year.
- ▶ Provide your child with assistance on the day-to-day activities, with the exception of designated independent work.
- ▶ Create a designated, distraction-free learning/study space for your child at home.

- ▶ Maintain communication with faculty by phone, email, and/or online meetings to create a learning partnership.
- ▶ Monitor and ask for evidence that your child is on track with assignments and coursework.
- ▶ Follow-up with your child regarding missing assignments.

Faculty

- ▶ Teach students how to access learning materials through Seesaw, Google Classroom, and/or Schoology.
- ▶ Provide on-campus, or live synchronous instruction, and facilitate learning throughout the day.
- ▶ Manage online and offline resources to provide consistency and routines for students.
- ▶ Provide clear learning goals for students.
- ▶ Check student assignments in a timely manner, and give weekly feedback, in verbal or written form, to provide next steps or necessary academic intervention/extension.
- ▶ Post grades in a timely manner.
- ▶ Communicate with families regarding any student concerns.

Support and Intervention

Student

- ▶ Attend intervention or tutorial sessions as established by faculty or the school.
- ▶ Communicate with faculty to discuss the need for support.

Parent

- ▶ Allow your child to attend intervention or tutorial sessions, as needed.
- ▶ Assist in supporting your child's needs by establishing and managing the daily schedule communicated by faculty.
- ▶ Help your child take ownership of their learning. Provide support and encouragement, and expect your child to do his or her part.
- ▶ Encourage your child to self-advocate and communicate with faculty, as appropriate.

Faculty

- ▶ Communicate academic and/or behavioral concerns to families.
- ▶ Provide intervention or tutorial sessions as needed.
- ▶ Use data to pinpoint students' specific needs for enrichment and intervention.
- ▶ Monitor student progress with fidelity according to recommendations.

- ▶ Provide and communicate office hours or conference periods for student/parent support.
- ▶ Attend and participate in professional learning.

LEARNING TOOLS FOR BOTH ENVIRONMENTS

Information

Device

Students in grades PreK-3 will be offered iPads to use in either learning environment. Students in grades 4-8 will be offered Chromebooks to use in either learning environment.

Information

Online Resources

- ▶ All faculty in PreK-8th grades will be enhancing instruction through the use of online resources to engage students in high-quality learning experiences.
- ▶ Students will have access to online resources, textbooks, and materials.
- ▶ No resources, platforms, or apps requiring student fees, or an associated cost to the family, will be required at any time.

Communication

- ▶ Communicating with faculty:
 - ▷ All faculty will establish and communicate office hours or conference times when they are available to meet with parents and answer student questions.
 - ▷ Contact information will be provided at the beginning of the year and posted in either Google Classroom or Schoology.
- ▶ Use of student email:
 - ▷ Students in grades 3-8 will be provided a school-managed email account beginning in the fall of 2020.
 - ▷ These accounts should be utilized for all communication directly between faculty and students.

Technology

Good Shepherd recognizes the need to ensure all students have reliable access to adequate technology resources on and off campus in order to fully participate in academic programming.

- ▶ Learning devices will be provided to each student as listed above.
- ▶ Students and families are expected to follow guidelines for care and use in order to ensure these resources are effectively maintained.
- ▶ Relevant notifications, instructions, procedures, policies and processes are available as part of the 2020-2021 Student-Parent Handbook on the website.

Return to School Protocols

The School has developed the following policies in consultation with guidance released by the CDC, TEA, Governor Abbott's task force, Dallas County Health officials, and leaders in other area independent schools.

Since this is an ever-changing situation, the school may need to change protocols at any time to address specific needs and circumstances in order to protect the health and safety of students, employees, and the community. Please note, health guidance cannot anticipate every unique situation. As a result, Good Shepherd will continue to consult available guidance through governmental agencies and other information deemed relevant to monitor the situation. The school will comply with applicable federal and state employment and disability laws, workplace safety standards, and accessibility standards to address individual needs.

It is imperative, we work together as a community to ensure the health and well-being of our community. While the school can outline strong protocols to do its very best to mitigate both the contact and spread of COVID-19, without the commitment and cooperation of each and every family who have chosen Good Shepherd as the educational experience for their children, we will be unable to be successful in this endeavor. Please thoughtfully and carefully review all the outlined policies, protocols, and guidelines.

All parents and students are expected to fully comply with the policies, protocols, and guidelines outlined in this document. Because these protocols are for the safety and health of our entire community, failure to comply may result in disciplinary action including, but not limited to, dismissal from the school.

Preparation for the Return to School

Good Shepherd will ensure all employees, resources, and supplies are prepared for the return to school, including, but not limited to, assigning sufficient staff to carry out re-entry, ensuring proper training, and stocking inventory of necessary supplies, such as personal protective equipment (PPE).

The Centers for Disease Control and Prevention (CDC) provides guidance, recommendations, and resources to assist with plans and protocols for health and safety. Before school resumes, Good Shepherd will implement health and safety plans that include:

- ▶ Ensuring adequate supply inventory (e.g., PPE, cleaning supplies, hand sanitizer);
- ▶ Cleaning with products approved by governing authorities and per guidelines from the Environmental Protection Agency;
- ▶ Providing communication of procedures and expectations upon entering facilities and throughout buildings.

Protocols for Screening and Isolation

General

All students, faculty, and staff will be screened for COVID-19 symptoms daily according to the protocols below, and individuals with symptoms are asked not to come to campus.

All community members must inform the school of a confirmed positive COVID-19 diagnosis. This includes students as well as household members. All members of the Good Shepherd community will receive written notification if a positive COVID-19 case is identified at the school (faculty, staff, or students) without identifying the individual. For students, such written notification is to be provided to the parents or guardians. The school must also notify its local health department.

Screening Protocols

- ▶ Faculty and staff will be required to complete a self-screening process prior to entering a Good Shepherd building, and the school may require further screening of employees at any time, based on current state and federal guidelines.
- ▶ A parent or guardian will be required to screen each child for COVID-19 symptoms daily prior to sending the child to school. Parents will need to take their child's temperature daily. Additional screening may be conducted during carpool or other times during the school day, if determined necessary.

- ▶ If the screening has not been completed prior to arriving on campus, the family will be required to exit the carpool line, park appropriately in a parking space, complete the form, and re-enter the carpool line. Once in the carpool line with the completed form, the faculty or staff member assisting with the carpool will ensure the form has been completed and will complete a temperature check with a no-touch thermometer, while the student is still in the vehicle. If the student passes the screening, he or she will be permitted to enter the building. If he or she has a fever, a second check may be performed by another faculty or staff member with a separate device. If both devices show the student to have a fever, he or she will not be allowed to exit the car and will be subject to the exclusion period listed below.
- ▶ Parents must ensure they do not send a child to school if the child has COVID-19 symptoms (as listed in this document), or is lab-confirmed with COVID-19, and should opt to receive remote instruction until the conditions for re-entry are met.
- ▶ Faculty, staff, and students should not enter the campus or school buildings if any of the following apply. The individual:
 - ▷ Is currently sick or has not met the requirements for re-entry after an illness. Symptoms to watch for: fever (100°F or higher), cough, shortness of breath/difficulty breathing, chills, muscle pain, headache, sore throat, new loss of taste or smell, and diarrhea.
 - ▷ Has a confirmed case of COVID-19 or has been in close contact with a person with a confirmed case of COVID-19. These individuals must follow all isolation and quarantine guidelines from the local health authority or their physicians.
 - ▷ Has a household member who is awaiting COVID-19 test results, or who is awaiting their own test results.
 - ▷ Has traveled internationally or on a cruise in the past 14 days. These individuals must follow current CDC self-quarantine recommendations. Faculty will monitor students and refer them to the nurse if symptoms are present.

Isolation Protocols

- ▶ For students displaying symptoms of COVID-19 while on campus, or who are feeling feverish, the nurse will provide a clinical assessment to determine if, and when, a student needs to be sent home.
- ▶ Students who are ill will be separated from their peers and placed in isolation. Students should be picked up within 30 minutes from the time the school has contacted the parent/guardian, after which, the clinic will begin calling the next contact on the emergency contact list.
- ▶ Other students will be removed from the classroom and taken to an alternate location on campus (go on a walk outside, move to an unused classroom, etc.) so the classroom can be disinfected.
- ▶ If an individual who has been in school is lab-confirmed with COVID-19, the school must notify the local health department, in accordance with applicable federal, state, and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA).

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- ▶ The school must close off areas that were heavily used by the individual with the lab-confirmed case (student, faculty, or staff) until the non-porous surfaces in those areas can be disinfected.
- ▶ School communication will be provided to anyone who came in close contact with a student, faculty, or staff member displaying COVID-19 symptoms.
- ▶ Faculty and staff members displaying COVID-19 symptoms will follow school protocols, including isolation from students and other employees.
- ▶ Students, faculty, and staff who have tested positive for COVID-19 will be permitted to return to school when **all three** of the following conditions have been met:
 - ▶ They are 1 day (24 hours) fever-free without using fever-reducing medication; AND
 - ▶ They display improved symptoms (cough, difficulty breathing, etc.); AND
 - ▶ Ten days have passed since symptoms began.
- ▶ For students, faculty, and staff who have symptoms that could be COVID-19, and do not get evaluated by a medical professional or tested for COVID-19, it is assumed they have COVID-19 and may not return to school until they have completed the same three-step criteria listed above.
- ▶ Students, faculty, and staff who have symptoms that could be COVID-19 and want to return to campus before completing the above self-isolation period must:
 - ▶ Be fever-free for 1 day (24 hours) prior to returning to campus; AND
 - ▶ Obtain a medical professional's note clearing the student, faculty, or staff member for return, based on an alternative diagnosis.
- ▶ Any student, faculty, or staff member who has close contact or exposure (defined as being within 6 feet or less for 15 minutes) with a person with a confirmed COVID-19 case while he or she was contagious, whether they have a positive COVID-19 test or not, should self-isolate for two weeks. If they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

Protocols for Personal Protective Equipment (PPE)

Schools are required to comply with the governor's executive order regarding the wearing of masks. Students, faculty, and staff are expected to wear facial coverings/masks during school hours. This requirement is subject to change.

Facial Coverings/Masks

Facial coverings (masks) will be required of all prekindergarten through eighth grade students, and all faculty and staff, at all times while on campus. This is especially important when there is a possibility of travel exposure when we return from school breaks. Ensuring masks are worn at all times minimizes potential exposure. We foresee, and hope for, a time when we will be able to allow students to remove their face coverings when they are seated in their classrooms and socially distanced from others. While on campus, all students shall wear masks when moving about campus.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Students should follow faculty directions regarding when mask removal is permitted. Parents' Day Out (PDO) students will not be required to wear masks, but PDO faculty and staff will be required to wear them.

Requirements of facial coverings/masks:

- Cloth masks should consist of a minimum of two layers.
- Ensure the facial covering/mask fits over the nose and under the chin.
- Situate the facial covering/mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Students will be provided lanyards that attach to their masks to prevent them from being lost or placed on surfaces.
- No bandanas, gaiters, buffs, or vented masks are permitted.
- Masks shall not contain graphics or language that could be offensive or compromise the professionalism of the Good Shepherd community.
- Face shields are permitted to be worn in addition to facial coverings/masks. The face shield may not be in lieu of a mask when moving about campus or when within 6 feet of proximity to another student, faculty, or staff member.
- Students will not be required to wear facial coverings/masks while eating but will be distanced 6-feet apart.
- It may be impractical for students to wear masks and face shields while participating in athletic, physical education, or other extracurricular activities. Additional social distancing protocols will be followed when necessary.
- Individual needs regarding facial coverings/masks will be addressed on a case-by-case basis. Requests for accommodations, and a physician's note, should be submitted to the appropriate Division Head.
- Families will be responsible for providing an appropriate facial covering/mask for each child, including its daily cleaning. If a facial covering/mask becomes unusable or lost during the school day, disposable facial coverings/masks will be available.

Protocols for Campus Visitors

Employees will consider utilizing virtual meeting options for all campus visitors whenever possible.

Visitor Screening/PPE Requirements

During the 2020-2021 school year, there will be limited visitation for essential-needs-only inside the school buildings. Any visitations must be prescheduled.

- ▶ Any visitor will be subject to the same screening recommended by the health department at that time (i.e., temperature check and symptom questionnaire).
- ▶ All individuals entering the building will be required to wear facial coverings/masks.

- ▶ When possible, essential visitors will be limited (cleaning crew, lawn, maintenance service providers, etc.) to times when most people are not on campus.
- ▶ Parents will not be allowed beyond the front office area. If a parent needs to coordinate medication drop off with the clinic, please reach out directly to the clinic, clinic@gседallas.org. Students are not permitted to drop off medication in the clinic or to store medication in their backpacks.
- ▶ There will be no onsite tutoring or therapy available this year due to COVID-19 restrictions.
- ▶ Parent-teacher conferences will be conducted through Zoom.
- ▶ Volunteers are not allowed to visit campus at this time. Virtual tools will be used to conduct meetings for groups such as GSPO and Board of Trustees, etc.
- ▶ If visitors have COVID-19 symptoms, or are lab-confirmed with COVID-19, they must remain off campus until they meet the criteria for re-entry.
- ▶ Visitors will stand behind the shield guard installed at the reception desk.
- ▶ Any Individuals permitted to proceed beyond the reception area must follow all safety and campus protocols.

Protocols for Disinfecting and Hand Sanitizing

Frequent disinfection and hand sanitization will ensure the health and wellness of students, faculty, and staff.

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students should strive to stay at least 6 feet from other people at all times. Students should also adhere to floor markings, which direct the flow of traffic and mark six feet of distance.

Hand Washing/Sanitizing Expectations

- ▶ Hand sanitizer will be available at the main entry to the campus, outside of and in classrooms, and in common areas throughout the campus.
- ▶ Faculty, staff, and students will be expected to regularly wash or sanitize their hands.
- ▶ Requirements for hand washing and/or use of Good Shepherd-provided hand sanitizer:

PreK-8th Grades

- ▷ Students should wash their hands often with soap and water for at least 20 seconds or use hand sanitizer with at least 60% alcohol. If hands are visibly dirty, students should use soap and water rather than hand sanitizer. Key times for students to clean their hands include:
 - Upon arrival at school
 - Before and after exiting the classroom
 - After blowing their noses, coughing, or sneezing

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- Before and after using the restroom
 - Before and after eating
 - After putting on, touching, or removing cloth facial coverings/masks
- ▶ Students should avoid touching their eyes, noses, and mouths with unwashed hands.
- ▶ Students should cover their mouths and noses with a tissue when they cough or sneeze, or when tissues are not readily available, cough or sneeze into their elbows.
- ▶ Avoid using or touching other students' supplies and belongings.

These procedures and expectations will be taught to students at the beginning of the school year.

Disinfecting Expectations

- ▶ Faculty and staff will have access to disinfectant solutions to frequently sanitize high-touch areas, working surfaces, and shared objects.
- ▶ Students will be provided their own supplies when on campus and should not use shared supplies. If shared supplies are unavoidable, they will be sanitized before student use.

Protocols for Campus Cleaning and Disinfecting

Frequent cleaning and disinfection will support a healthy learning and work environment for students, faculty, and staff.

Daily Campus Cleaning

- ▶ Each classroom and all common areas will be cleaned and disinfected nightly.
- ▶ All high-touch areas will be disinfected throughout the day (desks, door handles, light switches, handrails, and other frequently-touched objects and surfaces).
- ▶ Playgrounds will be disinfected each morning before school begins, and high-touch areas will be wiped down between use by classes.
- ▶ Bathrooms will be cleaned continuously throughout the day. Additional personnel have been hired to ensure ongoing bathroom cleanliness.
- ▶ Custodians will be expected to wear PPE (masks and gloves) during work hours.
- ▶ Faculty, staff, and students will have access to disinfecting items to sanitize working surfaces, shared objects, and high-touch areas after use and during breaks in instruction.

Restrooms

- ▶ Faculty and staff should supervise and limit the number of students who enter the bathroom at one time to no more than 2 students to comply with health agency recommendations and social distancing within these confined spaces.
- ▶ The scheduling of whole-class restroom breaks is recommended to eliminate co-mingling of students across various classes and to ensure faculty monitoring of social distancing guidelines, while following the two-student limit.

- ▶ Increased disinfecting will occur throughout the school day. Faculty, staff, and students must wash hands with soap and water prior to exiting the bathrooms. Proper handwashing techniques will be taught to all students and consistently reinforced.

Protocols for Common Areas and Meetings

Common areas include spaces that are used for meetings and collaboration. This includes the library, flexible spaces, conference rooms, and other meeting rooms.

- ▶ All students, faculty, and staff will be required to use hand sanitizer when entering and exiting common areas.
- ▶ The school will develop schedules and follow protocols for the use of common areas, including how to sanitize the spaces between use. When needed, students will bring personal supplies from the classrooms.
- ▶ There will be procedures for students to sanitize their spaces before and after usage.
- ▶ The number of students in a common area will be based upon social distancing practices.
- ▶ Visual reminders will be displayed for social distancing throughout common areas. Informational graphics and markers will be posted to help with 6-foot social distancing.
- ▶ The use of virtual meetings/videoconferencing is preferred, when possible.
- ▶ If meetings must be held in person, all social distancing protocols will be implemented:
 - ▷ Required facial coverings/masks
 - ▷ Six-foot social distancing
 - ▷ Limiting the sharing of materials/supplies.

Protocols for Positive COVID-19 Cases on Campus

- ▶ If a classroom or area is closed due to COVID-19 spread, quaternary disinfectant, which is recommended for use on the virus that causes COVID-19, will be used to disinfect.
- ▶ Along with traditional methods for cleaning and disinfecting, custodial staff will use electrostatic sprayers to disinfect classrooms, restrooms, and all additional areas throughout the school every night.

Campus Health & Safety Protocols

Training

On the first day a student attends school on campus, the school will provide instruction on appropriate hygiene practices and other mitigation practices. These should include the practice of covering coughs and sneezes with a tissue, and if not available, to cover

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

coughs and sneezes with elbows. Used tissues should be thrown in the trash, and hands should be washed immediately with soap and water for at least 20 seconds, or hand sanitizer should be used.

Safety Training for Protocols & Procedures	
Student	<ul style="list-style-type: none">▶ Students will participate in training specific to newly-adopted health and safety protocols.▶ All students will be trained on information about COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.▶ If a student is experiencing symptoms, he or she should notify a faculty member immediately.
Parent	<ul style="list-style-type: none">▶ Parents are asked to talk to their children about COVID-19 symptoms and prevention strategies.
Faculty and Staff	<ul style="list-style-type: none">▶ Faculty and staff will attend training and develop classroom/office procedures consistent with TEA, Episcopal diocese/local/county/federal, and CDC guidance.▶ All faculty and staff will be trained on COVID-19 screening, identification of symptoms, prevention of spread, and sanitation of work areas.▶ All faculty and staff will monitor students who exhibit symptoms and will be required to notify the nurse if a student is showing any symptoms.

School Arrival & Dismissal

Carpool and Parking

Carpool procedures have been developed with the safety of our students, faculty, and staff in mind. For security and safety purposes, all carpool tags must be displayed when entering campus for both drop-off and pick-up. Middle school families will be issued carpool tags with numbers for the 2020-2021 school year, to adhere to carpool safety protocols. For children's safety, all body parts are to be inside the car until the door is opened.

Students are to be dropped off and picked up in the designated carpool areas. PreKindergarten students must be dropped off and picked up from Kelsoe Cottage or Nix. Kindergarten through fourth grade students must be dropped off and picked up from the Northaven parking lot. Students should be ready to depart the car from the right passenger side. No children will be allowed to exit the vehicle from the driver's side. All middle school students must be dropped off and picked up from the middle school parking lot south of Hoffman Middle School.

Under no circumstances may students be dropped off or picked up in the Midway parking lot in front of Mackey Chapel/Nichols Hall, Trinity Hall, Nix, or Kelsoe Cottage (except for PreKindergarten students). Students staying for Extended Day will be picked up at their designated locations, by grade level. These locations will be included in the welcome email sent directly from Extended Day prior to the start of school.

Arrival: When possible, separate entrances will be utilized to assist with social distancing. All Faculty and staff will be utilized for duty to maintain a line of sight in hallways and distancing of students in the hallways. Students will go straight to their classrooms. Parents will not be allowed to walk students to classrooms.

PreKindergarten: Students arrive on campus between 8:05 a.m. and 8:20 a.m. and will follow the middle school carpool route. Students will be dropped off at Kelsoe Cottage or Nix and go directly to their classrooms after drop-off.

Kindergarten and Primer: Students arrive on campus between 8:00 a.m. and 8:15 a.m. and are dropped off in front of Kincaid Pavilion. Students will go directly to their classrooms after drop-off.

First and Second Grades: Students arrive on campus between 7:45 a.m. and 8:00 a.m. and are dropped off in front of Kincaid Pavilion. Students will go directly to their classrooms after drop-off.

Third and Fourth Grades: Students arrive on campus between 7:30 a.m. and 7:45 a.m. and are dropped off in front of Kincaid Pavilion. Students will go directly to their classrooms after drop-off.

Fifth and Sixth Grades: Students arrive on campus between 7:45 a.m. and 7:55 a.m., enter the middle school building, and report directly to their advisory classrooms.

7th and 8th Grades: Students arrive on campus between 7:30 a.m. and 7:45 a.m., enter the middle school building, and report directly to their advisory classrooms.

Dismissal: Good Shepherd will designate staggered dismissal groups. Staggering the groups will help manage student movement in the building and decrease the risk of potential crowding outside during dismissal time. Sanitizer stations will be placed at each exit, and students will be encouraged to sanitize hands prior to exiting. Sibling connections will be conducted outside of the building. Separate exits will be utilized to assist with social distancing. Parents picking up students during the day will call ahead so students can be sent, or accompanied, to parent vehicles upon arrival.

- Middle school students may use their cell phones after school dismissal to call parents while waiting in their designated areas.
- All students not picked up by the end of carpool will remain with their class and are subject to a fee of \$5.00 per minute, per family member, for all or part of the first five minutes, and \$2.00 for each additional minute, per family member. Students may be checked out through Kincaid Pavilion.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- There will be no Early-Bird or Drop-In Programs offered during the 2020-2021 school year.

Daily Schedule:

PreKindergarten	8:20 a.m. - 2:50 p.m.
Kindergarten - Primer	8:15 a.m. - 2:50 p.m.
First & Second Grade	8:00 a.m. - 3:05 p.m.
Third & Fourth Grade	8:00 a.m - 3:15 p.m.
Fifth & Sixth Grade	7:45 a.m. - 3:30 p.m.
Seventh & Eighth Grade	7:30 a.m. - 3:15 p.m.

Carpool Schedule:

PreKindergarten	8:05-8:20 a.m. and 2:50-3:05 p.m.
Kindergarten - Primer	8:00-8:15 a.m. and 2:50-3:05 p.m.
First & Second Grade	7:45-8:00 a.m. and 3:05-3:15 p.m.
Third & Fourth Grade	7:30-7:45 a.m. and 3:15-3:30 p.m.
Fifth & Sixth Grade	7:45-7:55 a.m. and 3:30-3:45 p.m.
Seventh & Eighth Grade	7:30-7:45 a.m. and 3:15-3:30 p.m.

Carpool

Student

- ▶ Students should memorize their assigned carpool tag numbers.
- ▶ As students exit their cars, they will be expected to keep social distance when walking toward the building entry. Students will not congregate with other students on the campus when walking into school.
- ▶ Students or volunteers will **not** be allowed to open doors or assist with carpool arrival.
- ▶ Students will remain in classrooms while waiting to be picked up in the carpool area. Students will be called from their classroom or designated waiting area when a faculty/staff person has identified their parent/guardian has arrived in the carpool line. Students will not congregate in groups with other students on the campus when dismissed from school at the end of the day.

Parent

- ▶ Parents should assist their own children in exiting the car.
- ▶ Parents should follow school drop-off and pick-up protocols.
- ▶ Parents are asked to remain in their vehicles while on campus, maintaining social distance, and not congregating with other groups of parents while waiting for students to be dismissed from school.

Faculty and Staff

- ▶ Assigned faculty and staff will supervise student arrival, ensure students are wearing masks, direct students to campus entrances, and encourage students to maintain desired social distancing.

- ▶ Staff and some faculty will assist with the opening of carpool.
- ▶ Assigned faculty and staff will supervise student dismissal, direct students to waiting areas, and encourage students to maintain desired social distancing.

Bike Racks

Student

- ▶ Students will use every other space in the bike racks to keep social distance when arriving at school.
- ▶ Students will immediately leave campus at the end of the school day to begin riding their bikes home.
- ▶ Students are to maintain social distance and not to congregate in groups with other students on the campus when dismissed from school at the end of the day.
- ▶ It is recommended that students keep social distance and use facial coverings/masks while riding their bikes home.

Parent

- ▶ Parents are encouraged to talk with their children about the health benefits of social distancing.
- ▶ Parents should maintain social distance and may not congregate in groups with other parents as they wait for their children to be dismissed from school.

Faculty and Staff

- ▶ Faculty and staff assigned to supervise this area will ensure students use every other space in the bike racks.

General Building Arrival

Student

- ▶ Wash hands, or use hand sanitizer, upon arrival.
- ▶ The school will plan for entry, exit, and transition procedures to reduce group gatherings (of students and/or adults) in close proximity.
- ▶ Students will report to their classrooms and will be expected to adhere to schedules for morning arrival.
- ▶ It is required that all students, faculty, and staff wear facial coverings/masks when entering the building.
- ▶ The number of students who enter the bathrooms will be limited to 2 students at a time. Students must observe social distancing while in the bathrooms.
- ▶ Students must wash hands upon entering and before leaving the bathrooms.

Parent	<ul style="list-style-type: none"> ▶ Parents will complete the Health Questionnaire for their child(ren) each day prior to coming to campus. ▶ Parents are encouraged to talk with their children about the health benefits of wearing facial coverings/masks at school. Parents are expected to provide their own PPE for their children. ▶ Parents are encouraged to talk with their children about the health benefits of social distancing at school, as well as the health benefits of washing their hands, and/or using hand sanitizer.
Faculty and Staff	<ul style="list-style-type: none"> ▶ Faculty and staff are required to complete the self-screening questions prior to coming onto campus. ▶ Faculty and staff will be assigned to supervise students as they report to their classrooms. ▶ Faculty and staff are required to wear facial coverings/masks, and to ensure students are wearing facial coverings/masks, at all times. ▶ Faculty and staff will dismiss students by carpool tag number when parents arrive on campus in the pick-up area.

Cafeteria - Lunch and Snacks

At this time, all lunches and snacks will be eaten in individual classrooms, practicing acceptable social distancing. Masks are not required while eating; however, proper hand washing and sanitizing is expected before and after lunch. Microwaves will not be provided due to the opportunity for cross contamination with a high-touch device. Faculty will monitor students during lunch to promote social distancing practices.

Parents will be able to pre-order a cold lunch option (sandwich or salad) from Guess Who's Coming to Dinner (GWCTD), or you may send a lunch from home. All pre-ordered lunches will be delivered daily by GWCTD staff, pre-packaged, and will be kept refrigerated until your child's scheduled lunch period. Individually, pre-packaged snacks for middle school students can be purchased during their scheduled times. All students may bring individually, pre-packaged snacks from home for their scheduled snack breaks and will be eaten in the classrooms.

Lunch and Recess Schedule - Early Childhood and Lower School

PreKindergarten - Primer	10:50 a.m. - 11:20 a.m.
First & Second Grade	11:20 a.m. - 11:50 a.m.
Third & Fourth Grade	11:50 a.m. - 12:20 p.m.

Lunch and Recess Schedule - Middle School

Fifth Grade	11:05 a.m. - 12:10 p.m.
Sixth Grade	12:30 p.m. - 1:30 p.m.
Seventh & Eighth Grade	1:00 p.m. - 2:00 p.m.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Seating & Directions

Student	<ul style="list-style-type: none">▶ Students will be expected to follow school guidelines for lunch procedures.▶ Students will be seated in their classrooms, consistent with social distancing guidelines.▶ All students are expected to wash hands, or use hand sanitizer, before and after lunch.
Parent	<ul style="list-style-type: none">▶ At this time, due to COVID-19, mealtime visitors will not be permitted in the school.▶ Parents are encouraged to speak to their children about safety protocols and social distancing.▶ Parents are asked to read and be familiar with all school communications regarding health and safety protocols.▶ Parents should talk to their children about COVID-19 symptoms and prevention strategies.
Faculty and Staff	<ul style="list-style-type: none">▶ A seating plan for students in each classroom will be followed for social distancing.▶ Hand washing and sanitizing is required before and after lunch.

Standard Classroom Procedures

Classroom protocols and procedures will include individual school supplies, maintaining social distancing, hand washing or sanitizing, and other steps to prevent cross contamination. Faculty will ensure high-touch areas in the classroom are sanitized regularly. Each classroom will be outfitted with the following:

- ▶ Visual reminders of distancing requirements, marking areas for common spaces and distancing best practices.
- ▶ Refillable, alcohol-based hand sanitizer stations.
- ▶ Access to disinfectant to sanitize working surfaces.
- ▶ Consistent groupings of students, faculty, and staff, or cohorts, to minimize the spread of the virus.
- ▶ Technology use when students are involved in collaborative work.
- ▶ Implementation of group or pair work while maintaining social distancing.
- ▶ Student desks placed a minimum of six feet apart.
- ▶ The use of outdoor space, encouraged for learning when possible. Classroom groups working outside will maintain at least 30-feet of social distancing from other classroom cohort groups.

Classroom Training

- | | |
|--------------------------|--|
| Student | <ul style="list-style-type: none">▶ Students should wash their hands or use hand sanitizer when entering and leaving each classroom.▶ Students will participate in training specific to newly-adopted health and safety protocols. |
| Parent | <ul style="list-style-type: none">▶ Parents are asked to read all school communications regarding health and safety protocols.▶ Parents should talk to their children about COVID-19 symptoms and prevention strategies.▶ Parents are asked to check their children for temperature and COVID-19 symptoms prior to sending them to school each day. If a child is displaying symptoms, please do not send the child to school, and notify the school nurse and front office. |
| Faculty and Staff | <ul style="list-style-type: none">▶ Faculty will receive training to deliver classroom lessons on health protocols. |

Classroom Setup

- | | |
|--------------------------|--|
| Student | <ul style="list-style-type: none">▶ Students will be expected to adhere to classroom and school-wide protocols which are consistent with CDC guidelines.▶ Students will avoid sharing school supplies and will sanitize shared items after each use.▶ Students who want to use hand sanitizer should use it at the beginning of class. If a sink is available in the classroom, students should wash their hands at the beginning of class.▶ Students may bring individual pre-packaged snacks to be eaten in the classroom, as long as they are not shared. |
| Faculty and Staff | <ul style="list-style-type: none">▶ Multiple locations of hand sanitizer, tissues, and trash cans will be available in several locations throughout classrooms and common areas to limit student, faculty, and staff movement.▶ Faculty will post signs with clear classroom protocols which are consistent with school-wide and CDC guidelines.▶ Faculty will limit student movement within the classroom such as turning in assignments, passing out materials, etc.▶ Plexiglass desk dividers will be used in the classroom, when appropriate.▶ Faculty will create assigned seating arrangements to ensure social distancing. Faculty will create systems to limit the sharing of items, such as school supplies, so one student is using an item.▶ Faculty should clean supplies after each use by students. |

Classroom Arrival

- | | |
|--------------------------|---|
| Students | <ul style="list-style-type: none">▶ After washing hands or using hand sanitizer, students are asked to immediately sit down in their assigned seats.▶ Students should avoid touching high-touch areas if possible. |
| Faculty and Staff | <ul style="list-style-type: none">▶ Faculty should prop doors open to allow for additional ventilation during class, and in between classes, so students don't touch doors or handles. |

Tardiness

- | | |
|---------------------------|---|
| Parent and Student | <ul style="list-style-type: none">▶ Parents must walk all tardy early childhood and lower school students to Nichols Hall to sign in. Middle School students may walk themselves to Nichols Hall to sign in. Parents and/or students will be met at the door by front desk personnel who will take each student's temperature and confirm the receipt of the required Health Screening Questionnaire. If the temperature does not exceed 100.0, the child will be admitted to the building and will wait to be escorted to his or her building/classroom.▶ PreK through fourth grade students are tardy at 8:15 a.m. if they are not in their classrooms.▶ Middle school students, not in classrooms by 7:55 a.m., are tardy. Parents and students arriving after 7:55 a.m. must sign in at the front desk in Nichols Hall (as noted above), as they have already been counted absent by their advisors. A Health Questionnaire must be received, and the temperature will be checked. If it does not exceed 100.0, the student will proceed to the classroom. Tardies without a doctor's or parent's note will be unexcused.▶ Students in fifth through eighth grade will be given a detention after five unexcused tardies in a trimester. |
|---------------------------|---|

Behavior and Discipline Expectations

During COVID-19, there will be a special focus on the treatment of others. We will implement a special code of conduct in order to reduce the spread of the virus:

- Students will use hand sanitizer upon entering and exiting each classroom.
- Students will try not to touch their faces and must keep their hands and bodies within their social distancing space.
- Students will cough into the crook of their elbows, not into space.
- Students will sneeze into tissues: "Catch it, bin it, kill it!"
- Students will not spit, blow raspberries, stick their tongues out, or pick their noses.
- Students cannot drink from the water fountains or use taps.
- Students will stay within their assigned areas until directed to move or exit their areas.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- Students will follow social distancing guidelines determined by the school.
- Students will wear facial coverings/masks at all times.

RECESS

- Students will stay with their cohort in the designated area.
- Students will wear facial coverings/masks.
- Students will follow all health behaviors mentioned above.
- Cohorts must stay 30-ft. apart.

Students who persistently refuse to follow the directions or behavior expectations will be sent home for a designated period of time to distance learn.

Water Fountains

Water fountains will be disabled, except for water bottle fill stations.

Water Fountain Usage	
Student	<ul style="list-style-type: none"> ▶ Students are expected to bring their own reusable water bottles for use throughout the day and will take water bottles home to be cleaned daily.
Parent	<ul style="list-style-type: none"> ▶ Parents are asked to secure reusable water bottles for their children to bring to and from school each day with their child's name clearly identifiable. ▶ Parents are asked to assist children, as needed, to clean water bottles daily.
Faculty and Staff	<ul style="list-style-type: none"> ▶ Develop and demonstrate ways in which students should fill water bottles. ▶ Monitor students to ensure they take water bottles home to be cleaned.

Classroom of the Earth

Classroom of the Earth (COE) trips are not mandatory this year. Due to COVID-19 restrictions, some trips may be canceled.

We understand there may be families who wish to opt-out of COE trips this year. Families who wish to opt-out will need to contact COE Director Dashielle Vawter or COE Liaison Catherine Scott in writing at coe@gsesdallas.org so there is a record of who will not be attending.

Sanitation and health protocols taken by the school will be in place on COE trips, including, but not limited to:

- Wearing of facial coverings/masks when social distancing is not an option;

This document is subject to change based on the evolving nature of the COVID-19 pandemic.

Updated August 3, 2020

- Frequent use of handwashing and hand sanitizer;
- Social distancing;
- No physical contact.

Families and students are asked to follow all outlined COVID-19 protocols surrounding health and hygiene before attending a COE trip.

If a student should become ill on a COE trip, the student will be isolated until a parent can pick him or her up. Additional protocols may be developed as warranted by trip location and duration, as needed. Information will be provided to families at the COE parent meetings before each trip.

Outdoor Activities

Administrators will provide training for faculty and staff on guidelines and procedures associated with outdoor play and student activities. Administrators will develop a schedule for students to access the playground equipment. Faculty will monitor students to ensure safety guidelines are followed. The school will consider limiting the number of students per recess group. Staggered schedules and consistent cohorts will be utilized.

Guidelines for Outdoor Activities

- ▶ Students will wear facial coverings/masks during outdoor activities. Students must maintain social distancing while lining up to return to classrooms and sanitize, or wash hands, before re-entering.
- ▶ All students and faculty will be required to wash their hands, or use alcohol-based hand sanitizer, before entering and exiting the playground.
- ▶ While in the classroom, brain breaks will be implemented as needed, at the discretion of the school.

Early Childhood and Lower School Specialized Classrooms & Areas

Specials

- | | |
|---------------------------|---|
| Music | <ul style="list-style-type: none"> ▶ Appropriate social distancing measures will be followed. ▶ Music equipment will be sanitized and wiped down after each use. |
| Physical Education | <ul style="list-style-type: none"> ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students. ▶ Any activities bringing students into close physical contact, or requiring multiple students to touch or handle the same equipment, will be avoided. |

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

- ▶ PE equipment will be disinfected and wiped down after each use.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Students should avoid touching their faces at all times, but especially while playing games.
- ▶ Sanitizing stations and access to handwashing will be provided.

Art

- ▶ Students will use their own art supplies and avoid sharing equipment, utensils, and supplies, as much as possible.
- ▶ Students should complete cleaning protocols and sanitize their areas in between use.
- ▶ Art equipment will be sanitized and wiped down after each use.

Library

- ▶ At this time, parents and students will not be allowed access to the library space. A mobile library program will deliver books to, and collect them from, students at set times and as requested. Parents will be able to contact the librarian if they would like to check out books for their children, and they will be sent home with the students in a timely fashion.
- ▶ Parents may purchase a birthday book donation to the school library, and a bookplate commemorating the student's birthday will be placed in the book. Please contact the librarian for more information.

Chapel

- ▶ Chapel will be streamed into classrooms and into homes for students who are distance learning.

Science

- ▶ Appropriate social distancing measures will be followed.
- ▶ Students will use their individual classroom materials as much as possible.
- ▶ Science equipment and students' areas will be properly sanitized after each use.

Spanish

- ▶ Appropriate social distancing measures will be followed.
- ▶ Spanish materials will be sanitized and wiped down after each use.

Middle School Specialized Classrooms & Extracurriculars

All extracurricular practices and contests will be conducted following safety protocol provided by guidance from the school, UIL and TEA, if applicable. This will include COVID-19 screening, group sizes, sharing & sanitizing of equipment, etc.

*This document is subject to change based on the evolving nature of the COVID-19 pandemic.
Updated August 3, 2020*

Middle School Specialized Classrooms and Extracurricular Programming

Physical Education

- ▶ Whenever possible, physical education classes will be held outside to allow for maximum physical distance between students.
- ▶ Any activities bringing students into close physical contact will be avoided.
- ▶ Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- ▶ Equipment will be disinfected after each use.
- ▶ Activities requiring multiple students to touch or handle the same equipment will be avoided.
- ▶ Sanitizing stations and access to handwashing will be provided.

Athletics

The decision for athletics has yet to be determined. Once a decision has been made, 7th and 8th grade families will be notified. Should athletics occur, the following protocols will be followed:

- ▶ Similar to summer strength and conditioning activities, practices and contests will follow protocols established by UIL, TAPS, TEA and the school. In-season and off-season activities will follow the most current guidelines available.
- ▶ Coaches will provide an orientation of protocols and expectations for students at the beginning of their respective season(s).
- ▶ Specific entrances and exits of athletic facilities will be utilized by students for appropriate separation and distancing. Signage will serve as a visual cue and reminder for students.
- ▶ Student-athletes will be assigned to groups for the purposes of maintaining proper distancing and capacity in locker rooms to dress before and after practice sessions.
- ▶ Athletic equipment and uniforms will be issued to athletes. These items will be taken home each day and not left in their athletic lockers. All uniforms will be laundered at home.
- ▶ Equipment used during practices will be sanitized frequently during practice sessions.
- ▶ Athletic areas will be frequently disinfected during the week with an electrostatic misting tool.
- ▶ Athletes will not be allowed to socially congregate before, during, or after practices/workouts.
- ▶ Attendance at scrimmages and games for spectators is yet to be determined and will be communicated as this information becomes available from the UIL, TAPS, and/or TEA. This may impact seating configurations.

- ▶ Parents and students will be expected to provide timely notification of any health concerns to their coaches. Communication, quarantine, and proper disinfecting will occur in the event of a confirmed diagnosis.
- ▶ Water breaks will occur in small groups while using disposable cups. Coaches will organize water breaks with safety and efficiency in mind. Athletes on teams with smaller numbers, such as volleyball and basketball, may bring their own reusable water bottles clearly marked with their name. Sharing of water or sports drinks will not be allowed at any time.

Off-campus PE will be offered to 7th and 8th grade students. Students will need to submit their requests to Andy Blount, Assistant Director of Athletics.

Fine Arts

- ▶ Large group practice sessions and rehearsals will adhere to social distancing guidelines provided by an authorized entity (e.g., CDC, TEA, UIL).
- ▶ Fine arts music private lesson teachers will not be allowed to teach on campus facilities until further guidance is provided by an authorized entity. Private lessons may continue to be conducted virtually if agreed upon between individual families and the lesson teacher. Participants will adhere to all school guidelines and pricing.
- ▶ Off-campus fine arts performances will only be conducted if specific guidance is provided by an authorized entity (e.g., Good Shepherd, TEA, UIL, etc.)
- ▶ Concerts/performances may be adjusted based on health and safety guidelines provided by an authorized entity (e.g., Good Shepherd, TEA, UIL) including but not limited to transportation procedures, number of attendees, and the orientation of concerts.
- ▶ All fine arts performances will be streamed online when possible.

Chapel

- ▶ Chapel will be streamed into classrooms and homes for those on distance learning.

SPARQ

- ▶ Students will have access to individually-packaged supplies.
- ▶ Students should complete cleaning protocols and sanitize their areas in between use.
- ▶ SPARQ materials will be sanitized and wiped down after each use.

Science

- ▶ Students will have access to individual science materials and equipment.
- ▶ All science materials and equipment will be sanitized between use.

School Events and Activities

Guidelines for School-Wide Events/Activities

- ▶ The school will refrain from planning large attendance events (Examples: all-school assemblies, parties, socials, pep rallies) that bring large groups of students and families together at one time until further notice.
- ▶ Administration will follow all Good Shepherd, UIL, and CDC guidelines in regards to games, practices, and other school-wide events/activities.
- ▶ Any school-wide events/activities that are approved to be held on campus must adhere to requirements outlined by Good Shepherd, TEA and UIL. (Examples: pep rallies, assemblies, performances). Some athletic events may be live streamed and/or occur virtually when possible.
- ▶ To limit gatherings, meetings should be held virtually when possible. If meeting in person is required, groups should utilize large meeting spaces, or multiple meeting opportunities will be provided.
- ▶ Back to school and transitional events will be planned in a manner to minimize a large congregation of people in one place.

On- and Off-Campus Student Activities

On/Off-Campus Activities, Field Trips & School-Wide Events

On-Campus Activities

- ▶ GSPO event and fundraising information is pending.
- ▶ No in-person assemblies will be held in the fall.
- ▶ Many events such as music sharings, open house, prospective parent visits, parent conferences, and other on-campus activities will be held virtually.
- ▶ Birthdays: A student may receive a birthday blessing during chapel. Students with summer birthdays celebrate their “half-birthdays” with blessings. GSPO will provide a small gift for each student during his or her birthday month or half-birthday month. PreK through 8th grade students may bring INDIVIDUALLY, PRE-PACKAGED TREATS to distribute to their cohort.
- ▶ Holidays and Class Treats: Certain holidays (Halloween, Christmas, Easter, and Valentine’s Day) are celebrated each year. Treats are provided periodically by the room parents and are kept to a minimum. Treats must be individually pre-packaged. Please check with your child’s teacher regarding possible food allergies in the classrooms.

	<ul style="list-style-type: none"> ▶ Advisory/Cohort Breakfasts: We will not have advisory breakfast during the 2020-21 school year.
Field Trips	<ul style="list-style-type: none"> ▶ Off-campus field trips will be scheduled as appropriate to meet curricular needs while maintaining proper social distancing practices. ▶ Virtual field trips will be considered as often as possible.
Off-Campus Activities	<ul style="list-style-type: none"> ▶ Student participation in academic contests will only be allowed if specific guidance is provided by an authorized entity (e.g., Host site, Good Shepherd, TEA, the UIL). ▶ Lower School Community Sports Program: Due to COVID-19 restrictions, Good Shepherd will not be supporting the formation of any outside sports programs at this time. We will keep you updated should this change.
School-Wide Events	<ul style="list-style-type: none"> ▶ Any school-wide events that are approved to be held on campus need to adhere to social distancing requirements outlined by Good Shepherd, TEA, and UIL. ▶ School-wide events will be live streamed and/or occur virtually when possible. ▶ To limit gatherings, meetings should be held virtually when possible. If meeting in person is required, groups should utilize large meeting spaces, or multiple meeting opportunities will be provided. ▶ At this time, we do not know if we will be able to celebrate Episcopal School Sunday in person.
School-Wide Events Protocols	<ul style="list-style-type: none"> ▶ TEA’s current guidance for students: “Schools should consider eliminating assemblies and other activities that bring large groupings of students and/or teachers and staff together.” ▶ Outside gatherings (how many are allowed will be determined by guidance from state and local officials) if each student can remain socially distanced (6 feet apart with a mask and 12 ft apart without a mask) from another student in their respective cohort, and each cohort can maintain a distance of 30 feet from each other. ▶ Facial coverings/masks that meet the School’s requirements are required, per Governor Abbot’s orders. ▶ No visitors or groups are allowed on campus at this time unless pre-arranged. ▶ Before any visitors are allowed on campus, the school will:

- ▷ Screen all visitors to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19. If so, they will not be allowed on campus.
 - ▷ Screen visitors to determine if they have had close contact with an individual who is lab-confirmed with COVID-19, and if so, they will not be allowed on campus.
 - Confirm the temperature for all visitors should be below 100.0.
 - ▷ Require the use of hand sanitizer before entering any building.
- ▶ If groups are entering buildings, they must maintain 6-foot social distancing at all times including queuing for entry and while inside the building.
- ▶ Any food on campus must arrive individually pre-packaged and handled in a safe manner:
 - ▷ Clean/washed hands
 - ▷ Not commingled across cohorts
- ▶ Student cohorts, if included in the event, must not commingle with other student cohorts.
- ▶ When visitors are allowed on campus, parents within the same cohort may gather in groups on campus (assuming group size is not limited by state or local orders), following all other required protocols including facial coverings/masks, hand sanitizer, and social distancing. They must remain separated from other cohorts by a minimum of 30 feet.
- ▶ Group events can be held on campus when:
 - ▷ Guidance from the local authorities is followed regarding the size of the group gathering.
 - ▷ Attendees can remain socially distanced 6-feet apart (or farther, depending on activity).
 - ▷ Wearing facial coverings/masks.
 - ▷ Cohorts (including the parents of the cohort student group) are not commingled.
 - ▷ Events can be held outside, highly recommended when possible.
- ▶ Noncustodial visitors (anyone who is a vendor or someone outside the student's immediate family) should not go into classrooms where students are present unless an operational repair to a building, room, or its equipment is required.
- ▶ Any balls or other PE equipment used in a group gathering must be cleaned before another cohort can use the equipment. Equipment can be shared within the cohort, but it cannot be used with another cohort, without prior disinfection.

Hallways and Lockers

Classroom Transitions, Hallways & Lockers

Early Childhood/ Lower School

- ▶ Students are encouraged to observe and follow school hall traffic-flow directions while maintaining social distancing guidelines.
- ▶ In two-way halls, students are expected to stay to the far right of the hall when walking.
- ▶ When possible, it is recommended students make transitions outside of the buildings.
- ▶ EC students will be assigned lockers. Students will be permitted to bring small backpacks for changes of clothing and rain jackets, in addition to water bottles and lunches.
- ▶ LS students will be assigned lockers with appropriate grade level guidelines.
- ▶ Faculty will move to students for transitions in instruction, and students will remain in their homeroom classes.
- ▶ Students, faculty, and staff must wear facial coverings/masks at all times and avoid gathering in groups during transition periods.

Middle School

- ▶ Students are expected to observe and follow school hall traffic-flow directions while maintaining social distancing guidelines.
- ▶ Students, faculty, and staff must wear facial coverings/masks at all times
- ▶ Students will not be assigned academic lockers. Students will be permitted to bring backpacks and materials into their advisory classrooms.
- ▶ Faculty will move to students for transitions in instruction, and students will remain in their advisory classrooms.
- ▶ Staggered releases from each class will be organized to limit the number of students in the hallways during transitions.
- ▶ In two-way halls, students are expected to stay to the far right of the hall when walking.
- ▶ Visual markers will be placed to help students maintain physical distances and adhere to established traffic flow in hallways.
- ▶ Traffic patterns will be established throughout the campus to separate individuals to the greatest extent possible.

Emergencies and Drills

Good Shepherd will continue to follow the Standard Response Protocol (SRP) and its emergency actions of Secure, Lockdown, Evacuate, and Shelter.

Emergency Evacuation Protocols

- ▶ Prior to a drill, an announcement via intercom, will be made to provide instructions to faculty, staff, and students a drill is commencing, and which class, division, or building will be participating, in order to allow social distancing by reducing pedestrian load in hallways and exit points. At the conclusion of the drill, the groups will stagger their re-entry to the building to maintain social distancing.
Note: This process can be implemented for other drills or campus activities where reducing hallway load is needed. After each drill, faculty, staff, and students will be reminded in an actual emergency, they must exit/evacuate without delay and without a staggered exit/evacuation.
- ▶ Actual Emergencies: Administration will emphasize social distancing will not be required during an actual emergency such as a fire, lockdown, shelter for dangerous weather, and/or evacuation.