

## **SADDLE RIVER DAY SCHOOL**

### **COVID-19 COMMUNITY PROTOCOLS AND EXPECTATIONS**

Based on information provided by the Centers for Disease Control ("CDC") and state and local public health authorities, there is a significant risk of substantial harm posed to students, faculty, staff, family members, visitors and the community by having someone with COVID-19 or symptoms of COVID-19, present at the school at the current time.

Under the circumstances of a global pandemic, no school can absolutely eliminate the risk that COVID-19 will be introduced to or spread at the school. As a result of this ongoing threat of substantial harm, and in order to mitigate the potential introduction or spread of COVID-19 at SRDS, until such time as the CDC, state and local health authorities indicate that such a threat no longer exists, SRDS has, in accordance with state Executive Orders, CDC, New Jersey Department of Education and OSHA guidance, implemented certain mandatory protocols, policies and procedures described below.

Through the implementation and enforcement of these protocols, SRDS seeks to create as safe an environment as is reasonably feasible. Some of these steps will be the sole responsibility of SRDS but many, to be effective, will be dependent on the cooperation and adherence of the entire SRDS community.

SRDS expects the full cooperation of every member of the SRDS community in complying with the protocols. SRDS will strictly enforce them if necessary, for the benefit and protection of everyone. Failure to adhere to them may result in SRDS banning those not in compliance from campus or expulsion of students if necessary.

The following protocols must be complied with by parents/guardians, students, faculty, staff at SRDS effective August 1, 2020 and until further notice:

1. Each day, before the student leaves for school, the parents/guardians must carefully assess the student for any sign of illness, not otherwise explained by non-infectious conditions (e.g., allergies, asthma, autoimmune disease). Symptoms and signs include, but are not limited to the following\*:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- New loss of taste or smell
- Congestion or runny nose
- Sore throat
- Nausea or Vomiting
- Diarrhea
- Headache

When to seek emergency medical attention\*:

- Trouble breathing
- Persistent pain or pressure in chest
- New confusion
- Inability to wake or stay awake
- Blush lips or face

\*This list does not include all possible symptoms. The CDC will continue to update this list as it learns more about COVID-19.

If the student exhibits any of the symptoms described in this paragraph 1, the parents/guardians may not send the student to school or school related activities and must promptly notify the school nurse, Ann Hanna, at (201) 327-4050 x1111 and [ahanna@saddleriverday.org](mailto:ahanna@saddleriverday.org) and advise her of the student's condition. The nurse may have questions for the parents/guardians regarding the student's health and steps the parents/guardians intend to take if medical attention is warranted. In addition, SRDS may require that the student receive COVID-19 diagnostic testing, the results of which must be provided to the school nurse as soon as available. Please see attached *Symptoms and Exposure Tracking Chart*.

2. Students who have tested positive **and** are exhibiting symptoms, will not be permitted to return to campus until (i) at least 10 days since symptoms first appeared and (ii) at least 24 hours with no fever without the use of fever reducing medications and (iii) the other symptoms have ended and (iv) with two negative tests taken at least 24 hours apart. SRDS reserves the right to require any student to switch to remote learning for a period of time to be determined by the Head of School in consultation with the school nurse and/or be subject to COVID-19 diagnostic testing prior to returning to school.

Students who have tested positive **and** exhibit no symptoms, may return to school (i) ten (10) days after the positive test, provided that no symptoms occur and (ii) with two negative tests taken at least 24 hours apart.

The parents/guardians must provide the school nurse with a copy of the test results prior to the student's return.

3. Upon entry to their respective school building, each student, parent/guardian, faculty and staff member and visitor will be subject to a thermal temperature scan. Anyone with a body temperature above 100 Fahrenheit will not be permitted in the building and will be instructed to leave campus.

4. All, students, parents/guardians, faculty and staff members and visitors will be required to wear a face covering that covers their nose and mouth while on campus, throughout the day, under the following circumstances:

- (i) When walking around campus;
- (ii) While in and walking through common areas inside buildings;

(iii) Inside classrooms, gyms, auditoriums, libraries, cafeterias and bathrooms occupied by more than one person;

(iv) While in offices occupied by more than one person.

During meal periods, face coverings do not have to be worn provided that nobody may be closer than six (6) feet of any other individual while face coverings are off. Teachers may allow students to take a brief "mask break" provided that it is of short duration and that nobody is closer than six (6) feet of anyone else.

Although disposable masks will be available on campus, parents/guardians must send their students to school with their own face coverings. In addition, parents/guardians are responsible for ensuring that student face coverings, if not disposable, are properly washed on a regular basis. Face coverings should conform to the specifications listed below.

Make sure the cloth face covering:

- fits snugly but comfortably against the side of the face;
- completely covers the nose and mouth;
- is secured with ties or ear loops;
- includes multiple layers of fabric;
- allows for breathing without restriction; and
- can be laundered and machine dried without damage or change to shape.

5. While anywhere on campus, whether inside or outside of buildings, including in classrooms, everyone at SRDS must make every reasonable effort to socially distance themselves from others, meaning that they should remain no closer than six (6) feet from anyone else, to the extent possible.

6. To the extent feasible, SRDS intends to keep windows in classrooms and other rooms open during the school day to increase air circulation. Parents/guardians are encouraged to send students to school with an extra layer (such as a sweater) by the time fall weather begins.

7. Throughout the day, students, faculty, staff, parents/guardians and visitors on campus are expected to engage in proper hygiene practices, including frequent hand washing and/or using hand sanitizer. Although SRDS has made hand sanitizer available throughout the school buildings, SRDS encourages parents/guardians to send students to school with their own hand sanitizer with at least a 60% alcohol content.

8. Parents/guardians must remind and encourage students to keep their face coverings on in school, socially distance from others whenever possible, frequently wash their hands with soap and water for a minimum of 20 seconds and use hand sanitizer.

9. Everyone on campus must abide by any one-way directional signage for foot traffic, social distancing signs on the floor to denote spacing for those waiting in lines and room capacity limitation requirements, also indicated by signs outside relevant spaces.

10. SRDS has upgraded its cleaning processes to comply with CDC and Department of Education guidance. Cleaning and disinfecting will be conducted throughout the day on all frequently touched surfaces. A thorough cleaning of all school buildings will occur each evening using Environmental Protection Agency ("EPA") recommended products that kill the SARS virus. For the protection of themselves and others, students, faculty and staff are expected clean their workspaces by wiping down desktops, keyboards, laptops and copy machines with cleaning materials supplied by SRDS, which include EPA registered disposable wipes.

11. All parents/guardians are required to report if they, their SRDS student or anyone living with them have been exposed to anyone with a known or suspected case of the COVID-19 virus as soon as possible to the school nurse so that determinations can be made regarding whether any precautions need to be implemented. Specifically, parents/guardians must report any COVID-19 positive test results of anyone with whom an SRDS student is living or has had close contact (closer than 6 feet for more than 10 minutes) during the preceding 14 days and take all appropriate steps to isolate the student from the infected individual. SRDS reserves the right to require any such exposed student to switch to remote learning for a period of time to be determined by the Head of School in consultation with the school nurse and/or be subject to COVID-19 diagnostic testing prior to returning to school.

12. SRDS expects all members of the SRDS community to follow these safety protocols outside of school as well, including the Interim Travel Policy so that the risk of exposure to COVID-19 in school is minimized.

13. In the event of COVID positive cases among student(s), faculty or staff, SRDS administration will, together with the school nurses and local health officials, assess the level of risk, and at a minimum take the following steps:

- Immediately close down any indoor areas used by the individual for a period of 24 hours, if feasible;
- After 24 hours, those areas will be cleaned following CDC cleaning and disinfecting protocols using EPA approved products;
- As soon as practical, notify all those potentially exposed (or their parents/guardians) to the infected individual of the potential exposure, maintaining the anonymity of the infected individual, including anyone who may have had close contact (closer than 6 feet for more than 10 minutes starting 2 days before illness onset or sample collection) within the 14 days preceding the diagnosis;
- Notify local health officials and follow appropriate guidance/recommendations from those officials;
- See attached *Symptoms and Exposure Tracking Chart*.

14. A positive COVID case within the SRDS community will also trigger SRDS' contact tracing protocols. This means that anyone in the SRDS community who has tested positive or been exposed to someone who has tested positive for COVID-19 will be required to identify to the SRDS contact tracers and/or public health officials, those other members of the community with whom they have had close contact (closer than 6 feet for more than 10 minutes) within 14 days

of the onset of symptoms. All members of the SRDS community are expected to cooperate with the internal and external contact tracers.

14. These protocols are subject to change based on the latest guidance, laws, regulations and/or orders from federal, state and local public health officials. SRDS will notify all members of the community if and when such changes occur.

The health and safety of the entire SRDS community is dependent on the cooperation of all of its members. SRDS will strictly enforce these protocols and expects each member of the community not only to comply with these protocols but to notify SRDS administration if they become aware of non-compliance by others.