

CAROLINA FRIENDS SCHOOL

COVID-19 Guide
January 19, 2021

INTRODUCTION

Carolina Friends School has developed these protocols regarding reopening schools and safely educating children either virtually or in-person during the COVID-19 pandemic. Our hope is that this guidance will minimize risks of illness to students, parents, staff, and the wider community. This document was adapted from the Le Bonheur Children’s Hospital and the University of Tennessee Health Science Center (UTHSC) Back-to-School Task Force recommendations and incorporates guidance from the North Carolina Department of Health and Human Resources.

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CFS COMMUNITY AGREEMENT FOR HEALTH AND SAFETY

The School has put in place many preventative measures to reduce the spread of COVID-19. While these efforts will have a significant impact on reducing transmission, we cannot guarantee that your child(ren) or your family will not become ill at some point during the school year. Our goal is to have every community member understand how interconnected we all are, especially when it comes to operating in the COVID-19 pandemic. It will take the active participation of every member of our community — students, parents, and staff — to better protect our collective health.

To align the School's health and safety expectations with the well-being of each member of our community, and to provide everyone greater assurances as to what we can expect from each other in terms of a commitment to these standards, all parents/guardians and staff are required to acknowledge their agreement with this safety statement contained in the [CFS Community Agreement for Health and Safety](#) before the start of school.

SOURCES FOR POLICIES ON INFECTION PREVENTION AND MEDICAL POLICIES AND PROCEDURES

This document consolidates specific recommendations from the Centers for Disease Control (CDC) and North Carolina Department of Health and Human Services in the development of these implementation procedures and protocols.

SECTION 1 – MASKS, SOCIAL DISTANCING, AND HANDWASHING

MASKS

- Use of cloth or equivalent masks and physical distancing are required to keep children healthy and in school.
- Masks must be worn every day by students and staff. According to the CDC, masks will cause no harm to children when they are sitting still or exercising. Parents are asked to have their children practice wearing masks while at home and going about normal activities to get acclimated to wearing it all day.
- The School will supply each student and staff member with a set of five cloth masks. Families are responsible for laundering and ensuring that students wear a clean mask daily. If masks become soiled or wet during the school day or the student or staff member forgets their cloth mask, the School will supply a disposable mask. Families are responsible for resupplying masks as needed. If families or staff are interested in supplying their own cloth or equivalent masks, they are welcome to do so. Masks must be at least double layer cotton masks or FDA-approved surgical masks. They may not have exhalation valves or vents. Neck gaiters and mesh masks do not provide adequate protection and may not be used as a substitute.
- Mask breaks should preferably be done outside and/or when 6 feet of separation from others can be assured. Children and staff can remove masks to eat and drink with appropriate distancing.
- Staff must wear masks when working in group offices and shared classrooms. Staff may use masks with a clear plastic cut out in the center for young children or children who have hearing loss to be able to see their mouths when they speak.
- Masks should not be removed for sneezing and coughing. Spare masks will be provided if a mask becomes wet from sneezing or coughing.
- Masks will not be considered as protective in contact tracing triggered by a COVID-19 case in the school. Exposure will be defined by distance and duration of exposure only.

SOCIAL DISTANCING

- Physical distancing will be maintained as much as possible, including outdoors.
- Students and staff will spend as little time as possible in areas where they may be in close proximity to others, such as hallways. Where possible, hallways will be made one way only or, where that is not feasible, two-way with students and staff staying to the right. This will be monitored by staff and signs will be placed in the hallways to make sure that this is being done properly. Emphasis will be placed on alleviating congestion in the hallways.
- Large-group gatherings are postponed until further notice. In-person events, when permitted, will be limited to numbers specified by national, state and local guidance and held outside as much as possible.

HANDWASHING

- All individuals must sanitize or handwash for at least 20 seconds with soap and water throughout the day; especially when soiled, after sneezing or coughing, when entering and leaving the classroom, after touching high touch surfaces like door handles, before eating meals or snacks, and after using the bathroom..
- Hand sanitizer stations with at least 60% to 90% alcohol will be available in classrooms and throughout buildings.

SECTION 2 – DAILY HEALTH SCREENING

The CDC, **NCDHHS**, and evolving research indicate the following symptoms are potentially COVID-19 symptoms:

High-risk symptoms for COVID-19 (those that are common and relatively specific for COVID-19) include:

- Fever or chills (temperature of 100° or greater)
- Cough
- Shortness of breath/difficulty breathing
- Loss of sense of taste or smell

Low-risk symptoms for COVID-19 (those that more common and alone do not necessarily indicate COVID-19) include:

- Fatigue
- Muscle or body aches or pains
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea or abdominal pain
- Rash on skin or discoloration of fingers or toes

- Families are required to check their child(ren)'s temperatures at home and complete the Magnus Daily Health Screening each day before coming to school. Staff are also required to complete this screening daily before arrival.
- The temperatures of students and staff will be taken again when they arrive on campus. Families may not depart campus until their child(ren) have been deemed fever-free and clear to enter class. Students or staff who present at school with a fever will be checked again after a few minutes to affirm the reading. If the temperature persists after a second reading, the person must go home.
- Any child or adult with any of the symptoms associated with COVID-19 (high-risk or low-risk) are asked to stay home.

- If a child or staff member has any of the higher-risk symptoms (fever/feverishness, cough, shortness of breath or loss of taste/smell or has two or more of the other symptoms) the child or staff member should be seen by their health care provider and tested for COVID-19 if possible.
 - If a child or staff member has only one of the lower-risk symptoms (sore throat, nausea, muscle aches, headache, fatigue, congestion or gastrointestinal symptoms) then they should remain home for observation for other symptoms.
 - The siblings of a child with high-risk symptoms should be kept home until it is determined if the child has COVID-19.
- Isolation and return to school rules following illness are found in Section 7.

SECTION 3 – SICK STUDENTS OR STAFF MEMBERS

We want to prevent illness of all kinds, so students and staff should stay at home if there is any sign of illness.

Children and adults in schools may begin to feel ill at any time of day. Staff will remain watchful and refer anyone who complains of feeling sick or appears unwell to the designated staff member in their unit. (See Appendix A)

HOW WE DEFINE QUARANTINE

Anyone who has been in close contact with an infected person is required to quarantine for 14 days before they can return to school. Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow these directions from the local health department.

Steps to Take

- Stay home and monitor your health.
- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19 (see Section 2).
- If possible, stay away from others, especially people who are at **higher risk** for getting very sick from COVID-19.

- Any child or adult with any of the symptoms associated with COVID-19 (high-risk or low-risk) will be assessed by the School Nurse and sent home as necessary. Those with one high-risk or two low-risk symptoms will be considered to have a “COVID-like illness” and be isolated in a sick room until they can leave the building. They will be required to keep a mask on at all times and the attending staff member will be required to wear a mask, face shield, gown, and gloves. Those with one low-risk symptom will not be considered to have a COVID-like illness.
- Ill students must be picked up within 30 minutes and ill staff must leave the school immediately. If there are siblings of the ill child in school, siblings will be dismissed as well.
- The School will communicate additional measures regarding cohort quarantining based on guidance from the local health department.
- Families must provide the school with two or three emergency contacts with updated phone numbers in case the parent cannot answer the phone or leave work. It is recommended that families avoid having a high-risk individual (someone who is at risk for severe COVID-19 if infected e.g. grandparent older than 65 years) pick up the child if possible. The person picking up the child must wear a mask in the school and is strongly recommended to wear the mask in the car.
- Any child or adult (including all family members) with a known or possible COVID-19 contact and with any one symptom in the high- or low-risk category should be seen by a physician or call 911 if symptoms are severe and should have a COVID-19 test if that is recommended. When testing is not easily available, it is reasonable to assume an ill individual with a known contact has COVID-19 and must notify the School.
- A communication packet will be provided outlining the steps to be followed should a student or staff member become ill or be asked to stay home.
- Parents are asked to immediately notify the School and the County Health Department in which they reside if someone in their household (adults and school-aged children) has a positive test. Ill staff are asked to do the same. The School will also notify the Health Department in Orange or Durham county, depending on the campus where the student attends classes, of confirmed COVID-19 infection.

LOCAL COUNTY HEALTH DEPARTMENT INFORMATION

Alamance: 319 N. Graham-Hopedale Rd, Burlington, NC 27217; (336) 227-0101

Chatham: 1000 S 10th Ave, Siler City, NC 27344 (clinic); (919) 742-5641

Durham: 414 East Main St, Durham, NC 27701; (919) 560-7600

Orange: 300 W. Tryon St, Hillsborough, NC 27278; (919) 245-2400

Wake: 10 Sunnybrook Rd, Raleigh, NC 27610; (919) 856-7044.

SECTION 4 – PROTECTION FOR STAFF MEMBERS

- Staff attending to ill individuals who may have COVID-19 should wear an N-95 mask, face shield, gown and gloves. The School will provide this personal protective equipment.
- N-95 masks may be reused unless visibly soiled and should be placed in a paper bag between uses.
- Face shields must be cleaned daily with an approved disinfecting wipe. If caring for multiple sick individuals at the same time, the designated individual may keep his or her mask and face shield in place and should change gowns (if there is sufficient supply) and gloves between patients.

SECTION 5 – PROCESS TO HANDLE A COVID-19 CASE IN SCHOOL

THE CURRENT DEFINITION OF AN EXPOSURE TO COVID-19 FROM THE CDC

An individual who has had close contact (< 6 feet) for a cumulative total of ≥15 minutes over a 24-hour period with:

- a person with COVID-19 who has symptoms (in the period from two days before symptom onset until they meet criteria for discontinuing home isolation; can be laboratory confirmed or a clinically compatible illness)
 - a person who has tested positive for COVID-19 (laboratory confirmed) but has not had any symptoms (in the two days before the date of specimen collection until they meet criteria for discontinuing home isolation)
-
- We follow the health department's guidelines regarding all decisions about who is a close contact. If a student or staff member becomes infected, all students and staff who have shared a classroom with the infected individual for 15 cumulative minutes or more, regardless of masking or six foot physical distancing, will be considered close contacts and required to quarantine.
 - The siblings or other household members of quarantining students or staff are not considered close contacts of the infected individual and do not need to quarantine.

- A household member (ex. parent/guardian, sibling, grandparent) who is quarantined due to close contact with someone who tested positive for COVID-19 but does not have a positive diagnosis themselves is not considered a close contact for the other members of the household. This means that the student or staff member who lives with someone who is quarantining but does not have a confirmed case of COVID-19 can come to school until or unless the household member tests positive.
- Families and the School are required to report cases immediately and directly to the local Health Department (Durham or Orange) using the numbers above.
- Positive test results will also likely be reported by the laboratory, physicians' office or testing site performing the test. The School collaborates fully with the county Health Department to determine a course of action based on their most recent guidelines. The School will be prepared with a list of the possible contacts of the cases in the school identified by contact tracing (see below). The Health Department will ultimately determine which contacts require home isolation.
- Families of students will be informed about the presence of the COVID-19 case(s) in the unit, but individuals will not be named. Those deemed to be contacts will also be given information about remaining in isolation at home for 14 days. Names of individuals with COVID-19 and their contacts will only be released to the county Health Department. The county Health Department will contact families of cases and contacts for contact tracing to provide information on what to do.
- **The county Health Department will perform contact tracing**, aided by the School, when there is a COVID-19 case at school. Appendix B has guidance for how we will conduct contact tracing in the school.
- Individuals who are ill will be sent to the school nurse and excluded from school. If the suspected case is negative, no contact tracing is required. If the suspected case is positive, contact tracing will occur and those individuals will be notified.
- The classroom where the exposure took place will be shut down for at least 24 hours for a thorough cleaning. This will include cleaning and disinfecting of all hard and soft surfaces and shared materials using CDC-approved disinfectants, UVC lighting, and electrostatic spraying. In addition, the Health Department may choose to shut the classroom or school for two to five days for contact tracing. Children who are not considered contacts (were not within six feet for ≥ 15 minutes) may be able to stay at school, but contacts will be immediately sent home.
- Children required to stay at home because of illness and quarantine will have support for learning at home during school absences.
- See Appendix B for contact tracing algorithm.

SECTION 6 – PROTOCOL FOR ISOLATION AND RETURN TO SCHOOL FOR CASES AND CONTACTS

We are following the guidelines of our local health departments when establishing our requirements and expectations for return to school after an exposure. When individuals test positive for COVID-19, they must complete a 10-day isolation period before returning to school (see Appendix C). When individuals are required by the Health Department to quarantine for exposure or close contact, they must complete 14 days of quarantine and obtain a negative PCR COVID-19 test before returning to school. Our local Health Departments recommend PCR testing no earlier than Day 6 after exposure and note that testing closer to the end of the quarantine period is preferable.

SYMPTOMATIC CHILDREN AND ADULTS

- Anyone with an illness that is unlikely to be COVID-19 (single low-risk symptom resolving in 24-48 hours or non-infectious diagnosis e.g. migraine, allergies) may return to school when symptoms have resolved and they are fever-free for ≥ 24 hours.
 - This person does not need to see a physician if symptoms resolve. If the symptoms continue and are associated with a chronic illness, the person should provide written documentation of an alternative diagnosis that explains the presence of the exhibited symptoms. If symptoms do not resolve quickly, the individual should be assessed by a physician and considered for testing.
 - If this person is in contact with a known COVID-19 case, then this person should be seen by a physician, must be tested for COVID-19, and must complete a 14-day quarantine before returning to school.
- Anyone with a COVID-like illness (one high-risk or two or more low-risk symptoms) should be assessed by a physician and tested for COVID.
 - If the PCR test is negative, or another illness is identified and the person has not been in contact with a known COVID-19 case, then they can return to school when symptoms have resolved and they are fever-free for ≥ 24 hours.
 - If the PCR test is positive or no test is done (and no other illness identified), this person must stay home for a minimum of 10 days and be fever-free with resolved symptoms for ≥ 24 hours.
 - The school nurse will monitor the individual and work with the families. The school nurse will give a return to school date provided all criteria has been met.

ASYMPTOMATIC CHILDREN AND ADULTS

- Anyone who is a contact of a known case of COVID-19 must quarantine at home for 14 days from the date of last potential exposure to the COVID-19 case, and at the end of that isolation period must provide a negative PCR COVID-19 test result. If the individual is unable to isolate from the positive case, then the individual's quarantine period does not start until the end of the positive case's isolation period is over.

- If this person develops symptoms during this 14-day period, they should be tested immediately.
 - If the PCR test is negative for COVID-19, then the person may return to school 14 days after the last close contact to the positive individual if they have been symptom and fever free for > 24 hours.
 - If the PCR test is positive for COVID-19, then the individual must begin isolation for 10 days after the positive test. They may return to school after their isolation period is over, provided they have been symptom and fever free for > 24 hours.
- If anyone in the household develops symptoms of COVID-19 during the 14-day quarantine period, then the start date of the quarantine period resets to the most recent date of contact and must continue for 14 days after that exposure.
 - This person must obtain a negative PCR COVID-19 test in addition to the 14-day isolation period in order to return to campus.
- The school nurse will monitor the individual and work with the families. The school nurse will give a return to school date provided all criteria has been met.
- See Appendix A for algorithm for return to school.

SECTION 7 – ATHLETICS

- Full participation in contact sports (games between schools) during a period of high COVID-19 transmission puts players at high risk for exposure. As a result, CFS teams will not be competing in interscholastic sports for the fall season.
- Our coaches are planning to keep teams intact through strength and conditioning workouts, skills building sessions, and team bonding activities.
- As safety permits our teams will meet in small groups in person, train virtually, or practice via a hybrid version of both.
- Students will have the opportunity to earn academic credit for participation and maintain a high fitness level going forward.
- Returning to school sports will depend on the degree of physical distancing possible and the level of transmission of COVID-19 in the community.

SECTION 8 – SCHOOL SUPPLIES AND COMMUNAL EQUIPMENT

- Classes will have dedicated equipment in classrooms and students will have individual school supplies when possible. When shared, these items will be cleaned between uses by different children and at the end of the school day with a CDC-approved disinfectant.
- Playground equipment will be cleaned throughout the day and children will wash or

sanitize their hands before and after use of playground equipment.

- Physical distancing during outdoor play will be monitored. Masks may be removed outside if physical distancing can be maintained.

SECTION 9 – PARTICIPATION IN MUSIC CLASSES

- We have seen strong evidence that singing produces high quantities of large and small droplets. Singing in groups indoors promotes the spread of COVID-19 and will be suspended. Singing outdoors with appropriate physical distancing is possible.
- Band instruments (brass and woodwind) also produce aerosols that can spread COVID-19 in differing amounts based on the instrument (straight instruments expel greater amounts of aerosol than instruments with bends). Cloth coverings over the openings of instruments can reduce the amount of aerosol expelled and may be safe with 6 feet of social distancing in all directions.
- String instruments do not involve expelling air and should be safe with masking and physical distancing of 6 feet.

SECTION 10 – EATING AT SCHOOL

- Students and staff can eat or drink in the classrooms or outdoors as long as physical distancing is maintained and monitored.
- Students and staff should wash or sanitize hands before touching food, after removing their masks, and then again after replacing their masks.
- Students and staff may not share food or drinks. Birthday celebrations will not include shared food or birthday candles.

SECTION 11 - APPROPRIATE RESTROOM ETIQUETTE

- Stalls provide adequate separation in restrooms. Alternate urinals will be used in boys' restrooms and for physical distancing.
- Only as many people as there are stalls (or urinals – counting alternating urinals) are allowed in the restroom at one time.
- Students and staff should sanitize hands when leaving the classroom, wash hands with soap and water after using the restroom, and sanitize hands when re-entering the classroom.

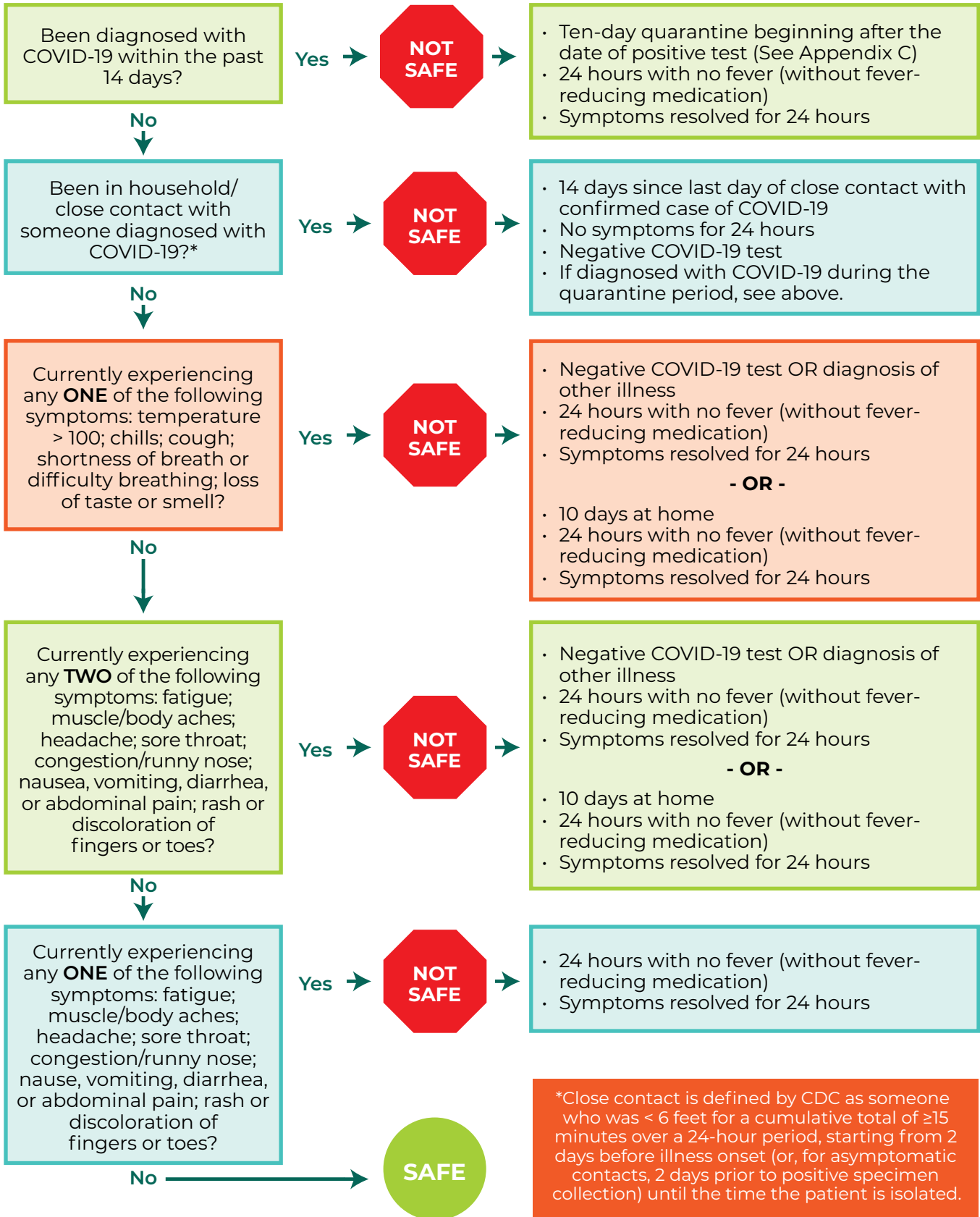
SECTION 12 – BUS USE

- Field trips will be suspended when we are in Hybrid and Virtual Home-Based Learning modes.
- Bus use may be necessary to facilitate small group gatherings on campus when parents are unable to transport their child(ren) to school. On those occasions, all children and the bus driver must wear masks. Children will be kept 6 feet apart in all directions (e.g. alternating rows and sides of the bus and sitting next to windows). Children in the same family can share a seat. Everyone should use hand sanitizer when entering and leaving the bus.

APPENDIX A: WHEN IT'S SAFE FOR A STUDENT TO BE ON CAMPUS

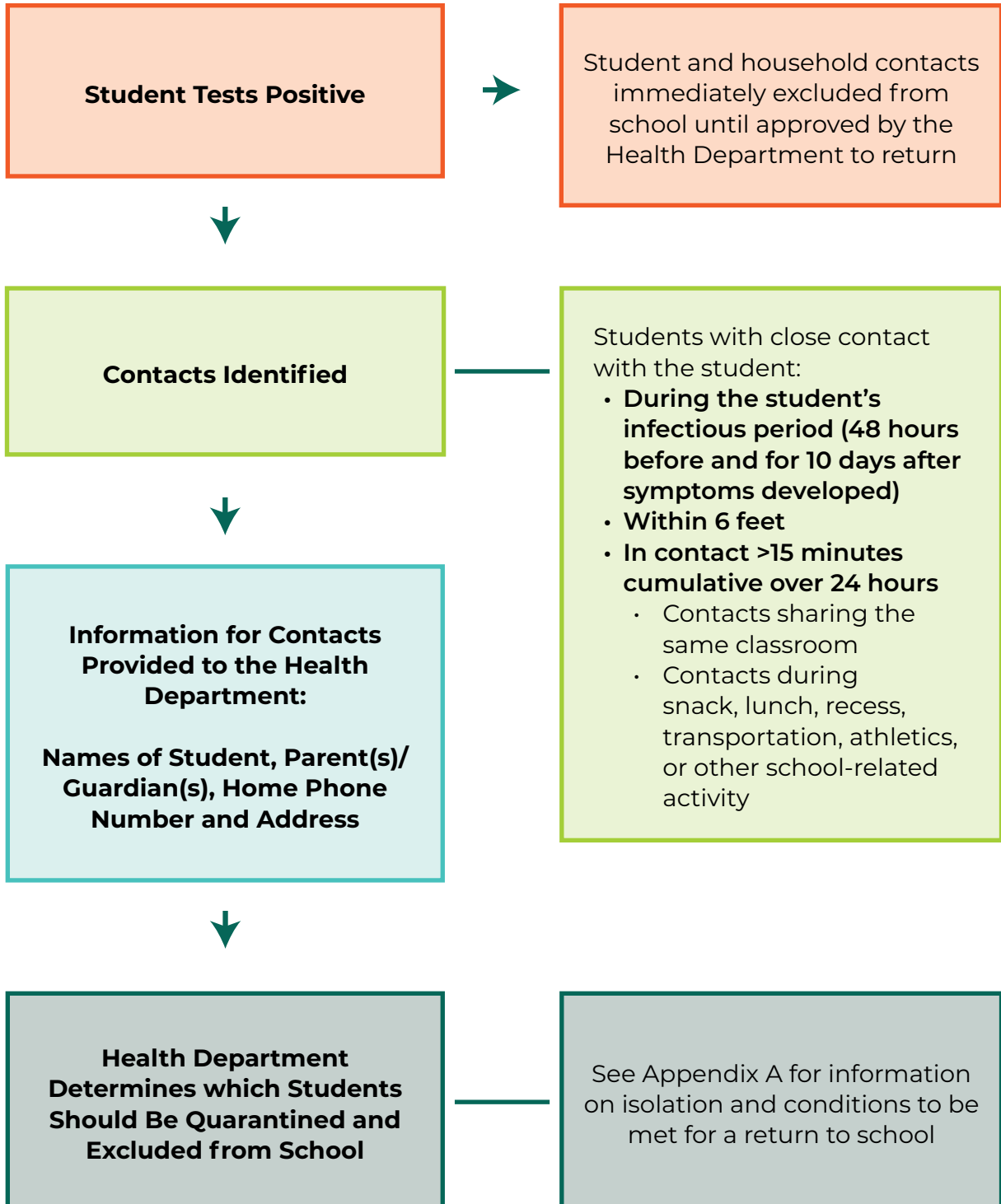
HAS/IS YOUR CHILD:

CONDITIONS FOR RETURN: (Return Date Issued by School Nurse)



APPENDIX B

Protocol for School Assistance with Health Department Close Contact Identification for COVID-19 Cases



APPENDIX C: QUARANTINE AFTER POSITIVE TEST

For additional clarity on the start and end of the 10-day quarantine period following a positive PCR COVID-19 Test, see the example below.

					1	2
3	4	5	6	7	8	9
Date of Positive PCR COVID-19 Test	Isolation Day 1	Isolation Day 2	Isolation Day 3	Isolation Day 4	Isolation Day 5	Isolation Day 6
10	11	12	13	14	15	16
Isolation Day 7	Isolation Day 8	Isolation Day 9	Isolation Day 10	First Eligible Day for Return		
17	18	19	20	21	22	23
24	25	26	27	28	29	30