



Health & Safety Playbook

Our Guide to COVID-19 Preparedness and Response

2021-2022

Updated 8/6/2021

Table of Contents

A Note From the Head of School 3

The Health & Safety Team 4

A Tiered Approach 5

Materials on Campus 6

General Sanitation Measures 7

Deep Cleaning & Sanitation8

Classroom Mitigation Measures 9

Unwell Student Protocol 11

Return to School Protocol 13

Social Distancing Protocol 14

Mandatory Mask Policy Opt-Out Form 15

A Note From the Head of School

Dear Discovery Community,

The Discovery School is deeply committed to keeping our students and faculty safe.

This document is a one-stop shop to understand the variety of ways that we continue to address the coronavirus pandemic. It encompasses the work of a variety of departments on campus and the Board of Trustees. The recommendations set forth in this playbook are from the Centers for Disease Control, American Academy of Pediatrics, Department of Children & Families, and Florida Department of Health. We will update this document in real-time as practical feedback is shared.

Enclosed you will find:

- Cleaning practices
- Social distancing expectations
- Classroom mitigation measures
- Protocols for those who become ill

I know that this has been a difficult time for our families and our teachers. It is imperative that everyone feels safe on campus. I hope that this playbook provides some peace of mind as the school continues to navigate the pandemic.

Warmly,

Petra Obritzberger
Head of School

Health & Safety Team

The Health & Safety Team is a multidisciplinary team lead by the Director of Health & Safety, and is inclusive of the following members:

Head of School - has overall responsibility for the school's coronavirus response plan.

Director of Student Experience - develops protocols to keep all students and faculty safe, based on the most recent information from the CDC & WHO. Crafts all Health & Safety related communications and manages the coronavirus communication plan.

Director of Facilities - coordinates the disinfection of campus and delivery of supplies to campus.

Associate Head of School - facilitates the delivery of instruction to students in Toddler through 8th grade.

Board of Trustees - one member of the Board of Trustees serves on this committee to provide expert advice and insight that can further steer the committee's decision-making.

Local Physicians - at least one local physician serves on the committee to provide scientific expertise as it relates to our students.

A Tiered Approach

| | Moderate | Significant | High |
|----------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------|---------------------------------------------------|
| Cases/100,000 | < 49 | 50-99 | > 100 |
| % Tests Positive | < 7.9% | 8-9.9% | > 10% |
| Campus Visitors (Parents and Prospective Families) | Allowed in classrooms with masks or proof of vaccination | Allowed in classrooms with masks or proof of vaccination | Allowed indoors with a mask. |
| Events on Campus | Indoor allowed. No more than 50 people. Outdoor allowed. No cap on event size. | Outdoor only. No more than 100 people in one area. | Outdoor only. No more than 50 people in one area. |
| Contact Tracing - one confirmed case | Positive Case isolates, class/cohort remains in session | Class/Cohort remote learning | Class/Cohort remote learning |

In order to move from one color category to another

- Two weeks of an increase in cases or % of positive tests is required
- Two weeks of a decrease in cases or % of positive tests is required
- When the metrics fall in two different color categories, we will go with the more conservative option.

In addition to the tiers laid out above, The Discovery School is committed to the following action items:

- Increased air ventilation has been installed in all classrooms
- All adults must wear masks indoors with children for the first 30 days of school
- For the first 30 days, all students must wear masks unless we have received the signed opt-out form
- Each child will have their temperature taken during morning carline
- Consistently and stringently sending home unwell children
- Disposable masks available in all classrooms
- Kindergarteners will be in cohorted for enrichments
- Each classroom will be considered a cohort
- Aftercare will be considered a cohort by program
- Outdoor interactions will not count as close contact
- Families that engage in travel or higher-risk activities are asked to monitor for symptoms for 2 weeks following the activity. If symptoms develop, the child should get tested.

Materials on Campus

Under the supervision of the Director of Facilities, Discovery is committed to ensuring that it has the following materials stocked on campus.

- Hand Soap - minimum two cartridges per classroom. Each classroom is equipped with a hand soap dispenser. One cartridge is in each dispenser, with one in reserve for replacement as necessary.
- Hand Sanitizer - one gallon per classroom. Every classroom is equipped with a spray bottle of liquid hand sanitizer. Spray bottles can be refilled with sanitizer as needed.
- Disinfecting Spray - minimum one bottle per classroom. Disinfecting spray will be used on hard surfaces such as tables, high-touch surfaces, and countertops throughout the day.
- Paper Towels - minimum two packages per classroom. One package will be in the paper towel dispenser. The other will be in reserve for required refills.
- Surgical Masks - minimum one box on campus. Masks are only to be used in the event of an unwell child or staff member. Staff members are expected to bring a cloth mask to school to wear for arrival and dismissal. Each classroom will also have disposable masks in the event that a child or adult damages or loses their mask.
- Touch-Free Thermometers - one per classroom. Thermometers will be used upon arrival and in the event a child appears to be unwell.
- Disposable Gloves - minimum four boxes on campus. Disposable gloves will only be used in the event of an unwell child or faculty member.

Expendable items such as soap, sanitizer, gloves, etc. will be maintained at the minimum quantities listed above. The Director of Student Experience will keep an inventory of all preventative items on campus. The Director of Facilities will project and order necessary resupplies.

General Sanitation Measures

Prior to reopening campus, Discovery will be professionally deep cleaned to ensure the safety of all of our community members.

Nightly cleaning services will be provided by Vanguard Cleaning Systems. All indoor spaces will be cleaned daily. Porches and other outdoor areas are the teacher's responsibility to disinfect.

In classrooms and school common areas, Vanguard will be responsible for:

- Cleaning and sanitizing countertops/sinks daily
- Mopping all hard floors twice weekly
- Cleaning and sanitizing restrooms (sinks & toilets) daily

We know that our teachers also play a crucial role in keeping our campus clean. Teachers will also be responsible for the disinfection of certain spaces in their classrooms. Disinfection spray will be used on the following surfaces daily:

- Student desks
- Teacher desks
- High-touch surfaces such as light switches, and doorknobs

Deep Cleaning & Sanitation

Deep cleaning is triggered in the event that a staff member or student tests positive for COVID-19 if the individual has been on campus in the past 48 hours. The school may choose to conduct a deep cleaning for presumed positive cases. Deep cleanings can also be triggered by other highly contagious communicable diseases such as pinworms or head lice.

Deep cleaning should be performed as soon as practical after a confirmed positive case of COVID-19. The purpose of the deep clean is to stop the spread of COVID-19 by conducting a comprehensive professional cleaning using more aggressive cleaning products.

Either Vanguard Cleaning Systems or another third-party cleaner would be responsible for the deep cleaning of campus. This company would have the minimum requirements of:

- Trained personnel to execute the process of cleaning, sanitation, and disposal of hazardous waste
- Proper equipment and PPE to perform the task
- All necessary procedures and local authorizations or permits to perform sanitation services and manage any waste generated
- Use of approved COVID-19 sanitizing chemicals to perform this activity

Members of the Health & Safety Team must coordinate and supervise the cleaning and sanitation process. This will ensure that all employees and families are aware of the deep cleaning. Furthermore, the team will be able to direct the cleaners to areas where the employee or child is most frequently located to ensure that those areas are properly disinfected.

Classroom Mitigation Measures

Handwashing

Students of all ages will be required to wash their hands multiple times throughout the day. Teachers will help facilitate whole class handwashing when students arrive in the morning, prior to snack, lunch and after returning to class from enrichments. Each child will need to wet their hands, rub them together with soap for at least 20 seconds and then rinse them again. It is recommended that teachers utilize multiple sinks in their classrooms to expedite this process. Another recommended strategy is to have children line up at the sink(s), have each child wet their hands and then receive a pump of soap. Once the child has soap on their hands they return to the end of the line where they rub them together until they are back at the front of the line and can rinse their hands off.

Teachers also remind students to wash their hands after using the restroom. In the event that handwashing is not feasible, students will have access to alcohol based hand sanitizer in their classroom.

Before leaving to go to recess, and when returning from recess, teachers will have all of the children use hand sanitizer.

Face Coverings

Based on the current state of COVID-19 in Duval county, we will be joining the direction of the Duval Public Schools. For the first 30 days of school, all adults on campus are required to wear masks indoors. Students are expected to wear a mask on campus as well, with the option for families to opt-out of their child wearing a mask.

We will be revisiting this policy monthly based on community spread, on the advice of our strategic health and safety committee and through conversations with our staff and families.

Vaccinations

As recommended by the [CDC](#), unvaccinated people should get vaccinated to prevent severe illness, hospitalizations, and death. With the Delta variant, this is more urgent than ever. CDC has updated [guidance for fully vaccinated people](#) based on new evidence on the Delta variant. COVID-19 vaccines reduce the risk of people spreading the virus that causes COVID-19.

While faculty and staff are strongly encouraged to get vaccinated, we ask that families respect our faculty and staff's personal and private health situations. We have asked that our teachers and faculty refrain from any discussions regarding an individual's vaccination status or health care decisions.

Water Bottles

Families are required to send reusable water bottles to school with their child(ren). The use of reusable water bottles discourages the use of the water fountains located throughout the school and thereby limits the spread of germs from touching the buttons or the mouthpiece on the fountains. If your child does not have a water bottle please let their teacher know and the school will provide one.

Snacks

In Toddler, families will continue to provide snacks on a rotating basis. Two toddlers will be selected to help prepare snack. Those children will wash their hands and conduct food prep under the supervision of their teacher. Children in Primary will need to bring individual snacks to school daily. While students may all be eating snacks at the same time, it is important that children are not sharing food or utensils with one another.

Cohorting

Students will be assigned to cohorts based on their classroom setting. Additionally, students enrolled in precare, aftercare, or afterschool adventures will be considered cohorts. Students who are enrolled in precare and aftercare will be in multi-classroom groupings, just as they have been in years past. This means that in the event a child who utilizes aftercare tests positive for COVID-19, it is probable that all children in aftercare, as well as that child's academic class, will be dismissed from school for several days.

Air Ventilation

Each classroom is equipped with increased air ventilation. The air handlers in Buildings 1 and 5 have been outfitted with cold plasma filters that increase the rate at which air is filtered in the classrooms. Classrooms and offices in Building 2-4 have been outfitted with Blu air filters. Each Blu air filter removes germs from the air and increases the rate at which air is circulated and cleaned.

Unwell Student Protocol

General Precautions

- Students will remain with their cohort throughout the day to minimize any crossover in student interactions.
- Handwashing will be a required step before a child engages in the snack portion of the day.

If a Student Becomes Ill

- **Prior to leaving** for school, parents are required to check their child's well-being and [watch for symptoms](#).

If a child poses one or more of the following symptoms without having received medication for at least 24 hours, a child cannot come to school:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- **Once at school**, if a student poses one or more of these symptoms, the student will be sent home immediately and not allowed to return to campus until cleared by a medical professional. If temporary isolation is needed, it will take place in the office in Building 5.
- All classrooms will be notified of unwell students.
- Potential areas of contamination will be noted to be sanitized by Vanguard Cleaning Systems.
- In the event that a student or faculty member tests positive for COVID-19, we are obligated to share those results with the Department of Health.

Isolation Protocol

- If a student or staff member falls ill while on campus, they must contact the Director of Student Experience. In the event she is unavailable, the Director of Facilities will assume her functions.
- The community member may be escorted to the office in Building 5 where they will remain until they are able to be picked up.
- Procedure
 1. Once the suspected infected individual arrives at the office in Building 5, they will be provided with a disposable mask and gloves.
 2. Anyone working with the suspected infected person will wear a mask and gloves
 3. Direct the student or staff member to go home.

- If the staff member is well enough to drive their own vehicle they will drive home
 - If the staff member is not well enough to drive their own vehicle they will call someone to pick them up and leave their vehicle on campus
 - The Director of Student Experience will call an unwell student's parents or another emergency contact to pick them up.
4. The Director of Student Experience will conduct contact tracing. Individuals will be informed that they may have come in contact with someone who has COVID-19. The name of the infected individual will not be shared. They will be asked to conduct a self-screening each morning for 2 weeks and reach out to the Director of Student Experience if they begin to exhibit any symptoms.
 5. Any surfaces that the unwell individual came into contact with must be disinfected. All PPE must be disposed of properly.

Social Distancing Protocol

Social distancing is a simple and effective mechanism to stop the spread of disease. At Discovery, social distancing will take a number of different forms.

Employees who are not in their classroom or office should try to remain six feet apart from one another. In-person meetings should be kept to a minimum. When an in-person meeting is absolutely necessary, chairs should be positioned so that they are at least three feet between each participant.

While indoors, children will remain in their cohorts/classrooms. The same children and teachers will occupy the same classrooms on a daily basis.

Students will travel to Enrichments as normal. After a class leaves an Enrichment space, the teacher will be responsible for wiping down all hard and high touch surfaces with a disinfectant spray.

Nap mats should be spaced out so that they are six feet apart. When it is not possible to space mats six feet apart, children should sleep in a head/toe sleeping configuration.

Return to School Protocol

If a child has tested positive for COVID-19 or has come in contact with someone who has received a confirmed positive test for COVID-19, they are **required** to remain off campus for a period of time as set forth below.

If the child was symptomatic when they tested positive for COVID-19, they must remain off-campus for at least 10 days. At the end of those 10 days, if their symptoms have improved and they have been fever-free (without medication) for at least 72 hours, they may return to school.

If the child was asymptomatic when they tested positive for COVID-19, they must remain off campus for 10 days after the date of the positive test.

If the child has come in contact with a person who has tested positive for COVID-19 in the past two weeks, they must remain home for 10 days following the contact if they choose not to be tested. If they choose to be tested, they must get a PCR test on day 5 and remain home until at least day 7 pending negative test results. The family must continue to watch for symptoms until day 14.

If a student is fully vaccinated and has provided proof of vaccination to the school, quarantine will not be required in the case of close contact unless a student becomes symptomatic.

We will inform parents, students, and school staff when they have been in close contact with an individual that has COVID-19 to take appropriate action.

Each of the above protocols is required for our faculty and staff as well.

