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# Sacred Heart Academy

## ADDENDUM 1: COVID-19

### Introduction

Sacred Heart Academy has a COVID-19 team in place to assist families and staff as we navigate the ongoing pandemic. The team makes recommendations, decisions, and adjustments as necessary to school procedures, processes and regulations to ensure the health and safety of the entire SHA community. The policies established by this team are to protect the well-being of students and staff, to establish a sense of normalcy, and to provide instruction for students.

SHA follows the recommendations set forth by the Centers for Disease Control and Prevention (CDC) and the Pennsylvania Department of Health and Education. We look to the National Association of Independent Schools (NAIS), the National Business Officers Association (NBOA), and the Pennsylvania Association of Independent Schools (PAIS) for additional guidance and support.

Our guidelines and policies are fluid as the situation with COVID-19 changes frequently. Regular updates will be provided to families as needed based on information provided by the CDC, PDPH, and applicable federal, state, and local agencies.

### Guiding Principles

To ensure the continued well-being of our employees and students, the following guiding principles have been put in place:

1. **EMPLOYEE AND STUDENT SAFETY MEASURES** are first and foremost.
2. **HEALTH GUIDELINES** are non-negotiable but fluid as the situation with COVID-19 evolves.
3. **SUPPORT FOR FAMILIES** is essential in student health and learning.

For questions on COVID-related issues, please contact your Division Director or Suzanne Robinson, Director of Safety, at [Suzanne.Robinson@shabrynmawr.org](mailto:Suzanne.Robinson@shabrynmawr.org).

# Employee and Student Safety

The following protocols and guidelines will be used to ensure the safety of the SHA community.

## Visitor Requirements

All visitors to campus must fill out a **COVID-19 Contact Tracing Form** for contact tracing purposes. Visitors are required to adhere to all SHA COVID-mitigation strategies.

## Screening Protocols

All staff, students, and visitors are required to self-screen for COVID symptoms before arriving each day. Those with any of the symptoms listed below should stay home.

- Fever of 100.4 or higher
- Chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Student Protocols

Students who have a fever of 100.4 or higher or any of the symptoms above will be sent home. Students who have had a COVID-19 exposure or symptoms may return to school when the following criteria are met:

- Students with symptoms can not return to school until their symptoms have improved, they are fever-free for at least 24 hours, have completed the appropriate quarantine, and have a negative test result. They may test at any time.
- If a student tests positive, she must stay home for 10 calendar days from the onset of symptoms (Day 0) or the COVID test date. She must be fever-free for 24 hours and symptoms have improved.
- Unvaccinated students will stay at home if they have been in close contact with someone who has a confirmed case of COVID-19. "Close contact" means being closer than 6 feet apart for 15 minutes or more. They may test on Day 5, 6, or 7 after the

exposure or and return on Day 8 with a negative test as long as they remain symptom-free.

- Students with allergies and /or asthma and under the treatment of a physician should contact Suzanne Robinson at [suzanne.robinson@shabrynmawr.org](mailto:suzanne.robinson@shabrynmawr.org) to develop a plan.
- Parents are required to notify the school if their child has COVID-19 or someone in the home has COVID-19 or if the child/family has been exposed due to close, direct contact to COVID-19.

## Social Distancing

Social distancing is an effective way to prevent potential infection. SHA employees, students, parents, and visitors should stay at least three to six feet away from others when indoors and eliminate contact with others as feasible.

## Personal Protective Equipment (PPE)

To minimize exposure to COVID-19, PPE may be needed to prevent certain exposures.

## Masks/Facial Covering

Face masks/facial coverings are an important part of an employee and student protection, as well as personal hygiene, social distancing, and frequent cleaning efforts. **No masks with vents or gators are permitted.**

All SHA community members currently must wear a mask while indoors. Masks are optional outdoors. This policy is subject to change based on CDC recommendations and mandates from the PA Department of Health.

## Hygiene Procedures

- Wash hands often with soap and water for at least 20 seconds (sing the “Happy Birthday” song twice)
- Use hand sanitizer with at least 60% alcohol if soap and water are not available.
- Avoid touching eyes, nose, and mouth.
- Cover mouth and nose with a tissue during a cough or sneeze, or use the inside of the elbow.

## Facilities Cleaning

The safety of employees and students is SHA's top priority. We continue to utilize our enhanced ventilation system, which improves air quality. Daily cleaning is being maintained.

## COVID-19 Case Identification

If a student or staff becomes ill on campus, she should immediately report to the area next to the receptionist in the SchoolHouse.

- The receptionist will contact Suzanne Robinson, who leads the SHA COVID committee.
- SHA will call the parent of the ill student to be picked up or direct the ill employee to leave work.
- Proper health officials will be contacted as needed.

## Social and Emotional Well-Being of Students and Staff

The social-emotional impact of COVID-19 should not go unnoticed. Our counselors have resources for students, parents, and teachers. Each counselor will work with students individually or in small groups to address any well-being needs. Parents are encouraged to contact their child's school counselor with concerns.

## Staff Training

COVID training for staff and faculty is ongoing and provided as needed.

## Communication Methods

To stay updated on the most up-to-date information teachers, students, and parents need to check their SHA email and the portal often. The school publishes updates as needed in the weekly *Red & White Bulletin* for families and staff.