

THE PHELPS SCHOOL

Coronavirus COVID-19

Purpose

The purpose of this document is to provide public health guidance to The Phelps School community based upon the guidance issued by the Pennsylvania Department of Education (PDE) for the phased re-opening of pre-K to 12 schools to include:

- [Health and Safety Plan Considerations](#)
- [Symptom Monitoring](#)
- [Cleaning and Disinfecting](#)
- [Exclusion From and Return to School Requirements](#)
- [Notifications](#)

Health and Safety Plan Considerations

The following health and safety plan considerations were taken directly from the [Preliminary Guidance for Phased Reopening of Pre-K to 12 Schools](#) published by the Pennsylvania Department of Education. Guidance specific to public health is provided for each consideration. *Please note that the guidance below was developed based on what is currently known about COVID-19 and is subject to change as additional information becomes available.*

| PDE Considerations | Public Health Guidance |
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| The Pandemic Coordinator and the Pandemic Team | <ul style="list-style-type: none">• Head of School, Tony McGeorge, will serve as the pandemic coordinator and his pandemic team will consist of Stephany Fahey, Dr. Lou Giangliulio, Trey Morin, Dennis Birtch and Keith Wagner. |
| Steps to protect students and staff at higher risk for severe illness | <ul style="list-style-type: none">• Limit or cancel all non-essential travel.• Identify high-risk Students and/or Faculty Prior to arrival on campus. https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/index.html• Teachers at higher risks must avoid gathering in groups of any size and avoid common areas |
| Processes for monitoring students and staff for symptoms and history of exposure | <ul style="list-style-type: none">• Provide ongoing communications to staff and parents/guardians about the importance of staying at home if they are sick.• On-site screening of staff and students – see Symptom Monitoring• Online self screening via the daily health survey is expected to be done daily and results will be reviewed daily by the school physician.• On-site screening will take place when not feasible to staff and students to complete the screening at home. Direct guidance will be provided to staff and |

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| | <p>parents/guardians to include:</p> <ul style="list-style-type: none"> ○ All current, relevant symptoms – see Symptom Monitoring ○ Temperatures measuring 100.4° F (38° C) or greater are considered a fever. ○ No day students with symptoms or temperatures (100.4° F (38° C) or greater) are allowed on campus or at school. ○ No day staff with symptoms or temperatures (100.4° F (38° C) or greater) are allowed on campus or at school. ○ Staff and students must notify the school immediately if an absence is due to COVID-19. ○ Staff and parents/guardians must remain diligent with respect to daily symptom monitoring. <ul style="list-style-type: none"> ● On-site screening for symptoms and temperature is required for all non-essential visitors and volunteers – see Symptom Monitoring. ● Staff and Students are required to self-report symptoms or exposure to school administration and the school physician ● Staff and Students are required to complete the daily health screening survey prior to entering campus |
| <p>Steps to take in relation to isolation or quarantine when a staff member, student or visitor becomes sick or demonstrates a history of exposure</p> <p>Guidelines for when an isolated or quarantined staff member, student, or visitor may return to school;</p> | <ul style="list-style-type: none"> ● The Hilltop Dormitory is designated as an isolation area that may be used to separate anyone who exhibits COVID-19 like symptoms per CDC guidelines – until the individual is able to go home, or to a healthcare provider. ● The School will strive at all times to maintain adequate personal protective equipment for use when individuals become ill. When a staff member is assisting in an isolation area, it is recommended that they wear a face covering, eye protection, gloves and a gown. ● The School will monitor symptoms of students, staff and visitors throughout the day to include: <ul style="list-style-type: none"> ○ Immediately separate individuals with COVID-19 symptoms into the designated isolation area. ○ Immediately close off the area(s) used by a sick person and do not use before cleaning and disinfection – see Cleaning and Disinfecting ● Staff will be trained on the symptoms and procedure for sending individuals with symptoms to the school doctor and parents/guardians must be made aware of the classroom protocol. ● Individuals who are sick or have a temperature must go home or to a healthcare |

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| | <p>facility depending on how severe their symptoms are; prior to leaving the school, guidance for self-isolation at home and guidelines for returning to school must be provided – see Home Guidance and Exclusion From and Return to School Requirements.</p> <ul style="list-style-type: none"> • Parents must be prepared in the event their student has to stay home per the exclusion requirements. <ul style="list-style-type: none"> ○ The Schools will provide remote learning for students excluded from school for COVID who are well enough to continue learning. |
| <p>Guidelines for hygiene practices for students and staff which include the manner and frequency of hand-washing and other best practices</p> <p>Guidelines on the use of face coverings (masks or face shields) by all staff</p> <p>Guidelines on the use of face coverings (masks for face shields) for older students as appropriate</p> | <ul style="list-style-type: none"> • All individuals in school will sanitize or wash their hands on a frequent basis. • Hand sanitizer will be made available in all common areas, hallways, and/or in classrooms where sinks for handwashing are not available. • The School will reinforce washing hands and covering coughs and sneezes among students, staff, volunteers and visitors. • All adults and students must wear face coverings (mask or shield) while on school property, or when using school vehicles. • Mask covering guidance will be provided to staff, volunteers, and visitors – see Mask Guidance. <ul style="list-style-type: none"> ○ Fabric masks should be washed regularly ○ Non fabric masks should be changed regularly. • Physical contact such as handshakes, fist-bumps, high-fives, etc. is prohibited. <p><i>*On July 1, 2020, the Secretary of the Pennsylvania Department of Health announced an Order Requiring Universal Face Coverings.</i></p> |
| <p>Posting of signs in highly visible locations, that promote everyday protective measures and how to stop the spread of germs</p> | <ul style="list-style-type: none"> • Signage will be posted throughout the School to ensure information about everyday protective measures such as proper washing hands, proper face covering and social distancing is available and such information will be made available to parents/guardians. |

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| Sanitizing, disinfecting, and ventilating spaces used by students | <ul style="list-style-type: none"> • Daily frequently touched surfaces and objects daily, including desktops, chairs, door handles, sink handles, etc. will be cleaned. • The School will ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows and doors when possible. |
| Protocols for distancing student desks/seating and other social distancing practices to the maximum extent feasible | <ul style="list-style-type: none"> • Desks will be turned to face in the same direction or students will sit on only one side of tables to limit face-to-face seating. • Social distancing that targets six feet between students at all times to the extent possible • Maximize use of non-classroom space to increase physical distancing. • Limit activities in classrooms that do not support social distancing. • Limit large gatherings that can not maintain social distancing. |
| Procedures for restricting the use of cafeterias and serving meals in classrooms | <ul style="list-style-type: none"> • Staff and students must wash hands before and after meals. • Face-to-face seating will be avoided and table will allow for three to six feet social distancing. • Staggered schedules for meals will be established to assure proper distancing. |
| Protocols for sporting activities consistent with the CDC Considerations for Youth Sports and guidance for organized school sports | <ul style="list-style-type: none"> • The School will maintain an Athletics Health and Safety Plan – see Pennsylvania Guidance. • Travel will be limited to areas in the “green” phase. |

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Symptom Monitoring

- Take temperature with temporal or forehead touchless thermometer
- Are you taking any medication to treat or suppress a fever? Yes/No
- Are you currently experiencing any of the following symptoms¹?

| Group A 1 or more symptoms | Group B 2 or more symptoms | |
|---|--------------------------------------|--------------------------|
| Lack of smell or taste (without congestion) | Fever | Headache |
| Cough | Sore throat | Congestion or runny nose |
| Shortness of breath | Chills | Nausea or vomiting |
| Difficulty breathing | Muscle pain | Diarrhea |

"Has Symptoms" is defined as having 1 or more symptom(s) in Group A

OR 2 or more symptoms in Group B

OR Yes to medication to suppress a fever.

¹ Elevated temperature is based For a current list of symptoms see CDC's website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>. Individuals with a known chronic condition that presents symptoms like those in either Group A or B will be exempt with a documentation from a physician.

² Elevated temperature is based upon the mode by which the temperature obtained. Any elevated fever reported by an employee, even if no thermometer was used, should be considered as symptomatic.

| Mode | Temperature for Fever |
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| Walk through scanner | 97.5°F or higher |
| Axillary and temporal | 99.5°F or higher |
| Oral | 100.0°F or higher |

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Cleaning and Disinfecting

- Disinfect frequently touched surfaces and objects within the school at least daily, including desktops, chairs, electronic devices door handles, sink handles, etc.
- Clean shared equipment including but not limited to technology, gym equipment, etc. after each use.
- Use disposable gloves when cleaning and disinfecting and dispose immediately.
- Ensure ventilation systems operate properly and increase circulation of outdoor air by opening windows when temperatures permit in places that do not conflict with the school’s existing safety measures and do not pose a health and safety risk to staff and students.
- Make hand sanitizer available in common areas, hallways, and classrooms where sinks for hand washing are not available.
- Provide continuous reminders/education about hand washing/sanitation.
- Staff and students wash hands before and after meals.
- When someone in the school develops COVID-19 symptoms, or tests positive for COVID-19:
 - The building does not need to be evacuated.
 - Close off areas used by a sick person and do not use these areas until after cleaning and disinfecting.
 - Wait at least 24 hours before cleaning and disinfecting. If not feasible, wait as long as possible. If seven days have passed since the individual was in the affected area, cleaning is not needed.
- Follow CDC’s guidance for cleaning and disinfecting.

| Areas to Clean | Who is Responsible? | Materials Needed |
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| Classrooms | Teachers/Students Deep Clean all facilities daily | Disinfectant Wipes/Spray, Disposable Towels |
| Dormitory Common Spaces | Residential Life Staff /Students Deep Clean all facilities daily | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution |
| Dormitory Rooms | Residential Life Staff /Students Deep Clean all facilities daily | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution |
| Bathrooms | Maintenance Staff-Daily | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution, Bathroom Cleaner |
| PAC Space | Athletic Director/Maintenance Staff | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution, Bathroom Cleaner |
| Lyons Gym | Athletic Director/Maintenance Staff | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution, Bathroom Cleaner |
| Dining Hall | CulinArt Staff | Disinfectant Wipes/Spray, Disposable Towels, Mop Solution, Bathroom Cleaner |
| Phelps Vans | Driver of the van/Students | Disinfectant Wipes/Spray, Disposable Towels |

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Exclusion From and Return to School Requirements

| Exclude Under These Scenarios | Return to School Under These Conditions | |
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| <p>Current COVID-19 Symptoms</p> <ul style="list-style-type: none"> • One of the following symptoms: cough, shortness of breath, difficulty breathing, or lack of smell or taste (without congestion). <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Two of the following symptoms: fever/elevated temperature, sore throat, chills, muscle pain, fatigue, headache, congestion/runny nose, nausea, vomiting, diarrhea | <p>Individual should be tested for COVID-19; individuals awaiting test results should be excluded from school.</p> <ul style="list-style-type: none"> • If test result is negative, return to school following readmission criteria illustrated in PA Code, § 27.73. Readmission of excluded children, and staff having contact with children. If no alternative diagnosis is known, return to school 24 hours after symptoms are improved. • If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms. | <p>If individual is not tested, exclude for:</p> <ul style="list-style-type: none"> • 24 hours with no fever without using fever-reducing medicines and • improvement in symptoms and • 10 days since symptoms first appeared <p>If individual is using medication to treat or suppress a fever, he/she should be excluded until medication is no longer needed.</p> |
| <p>Positive COVID-19 PCR Test</p> | <p><u>With Symptoms</u></p> <ul style="list-style-type: none"> • 24 hours with no fever without using fever-reducing medicines and • improvement in symptoms and • 10 days since symptoms first appeared | <p><u>Without Symptoms</u></p> <ul style="list-style-type: none"> • 10 days after the PCR test was collected <p>If symptoms develop during 10 days, follow return to school guidance for Positive COVID-19 PCR Test with symptoms.</p> |
| <p>Close Contact of COVID-19 Positive Individual</p> <ul style="list-style-type: none"> • Individuals within 6 feet distance for ≥15 minutes with the COVID-19 positive individual over a 24 hour | <p><u>With Symptoms</u></p> <p>Individual should be tested for COVID-19.</p> <ul style="list-style-type: none"> • If test result is negative, return to school 14 days after last exposure to the person with | <p><u>Without Symptoms</u></p> <ul style="list-style-type: none"> • 14 days after the date of last exposure to the person with COVID-19 <p>If symptoms develop during 14 days, follow return to school guidance for</p> |

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| <p>period</p> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> Household members of COVID-19 positive individual | <p>COVID-19 and symptoms have resolved.</p> <ul style="list-style-type: none"> If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms. <p>Individuals awaiting test results should be excluded from school until results are received.</p> <p>If individual is not tested, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.</p> | <p>Close Contact with symptoms.</p> |
| <p>Travel History</p> <ul style="list-style-type: none"> Travel to areas with travel restrictions, as identified by the PA Department of Health or the Centers for Disease Control and Prevention (CDC). | <p><u>With Symptoms</u></p> <p>Individual should be tested for COVID-19.</p> <ul style="list-style-type: none"> If test result is negative, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved. If test result is positive, follow return to school guidance for Positive COVID-19 PCR Test with symptoms. <p>Individuals awaiting test results should be excluded from school until results are received.</p> <p>If individual is not tested, return to school 14 days after last exposure to the person with COVID-19 and symptoms have resolved.</p> | <p><u>Without Symptoms</u></p> <p>14 days since return to PA from travel</p> <p>If symptoms develop during 14 days, follow return to school guidance for Close Contact with Symptoms.</p> |

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Notes:

- The 10 day period focuses on the time during which an individual is contagious (estimated infection period). This is the focus of individuals with a positive test result
- The 14 day period focuses on the time between exposure and development of illness (estimated incubation period).

Notifications:

- Staff and students must notify the school and the school physician if an absence is due to suspected or confirmed COVID-19.
- The School will notify the Chester County Health Department by calling 610-344-6452 of any confirmed case of COVID-19 while maintaining confidentiality. The Chester County Health Department will conduct an investigation and contact tracing, and provide appropriate guidance.
- The Chester County Health Department will notify the school/coach if staff or students test positive, are exposed, or become ill and have to self-isolate.
- The Chester County Health Department will not notify the general community if staff or students test positive, are exposed, or become ill and have to self-isolate.

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