



COVID-19 Policies and Procedures Outline for 2020-2021 School Year

Following the mandated closure of face-to-face school and activities in March 2020, Wesley Prep formed a COVID-19 Task Force. At Wesley Prep, our priority is a relentless focus on the health and safety of our Students, Families, and Staff/Faculty. Due to the COVID-19 pandemic Wesley Prep has established an outline focused on the first 90 days of school aligned with the standard health and safety protocols issued by different governing agencies (including the Centers for Disease Control, the State of Texas, the Dallas County Health and Human Services, Texas Health and Human Services Childcare Licensing, and the Texas Education Agency).

No policy manual can cover every situation and Wesley Prep will update these protocols whenever necessary. Our goal is to mitigate risk and reduce the spread of COVID-19, but we will not be able to eliminate all risk. Our objective in implementing these new policies and procedures is to continue to create a safe and healthy learning environment that promotes our mission of developing joyful leaders empowered by academics and integrity. *Spread JOY, not germs!*

Health and Safety Protocols –

To promote behaviors that Reduce the Spread of COVID-19

TRAINING AND PREPARATIONS

- 1) Wesley Prep will conduct **training** with Staff/Faculty prior to the opening of school and send out communication to families in order to educate Students, Parents, Staff/Faculty on the symptoms of COVID-19 and reducing the spread of COVID-19. This training/communication will include the following:
 - The importance of staying home if a Student/Staff/Faculty has any of the symptoms or if anyone in the household tests positive for COVID-19.
 - How to properly physical distance, since there is currently no method to screen daily for asymptomatic infected people.
 - How to properly wash hands and the proper use of hand sanitizer.
 - How to properly wear a face covering.
- 2) As always, all Wesley Prep Staff will continue to be required to maintain current CPR and First Aid training.
- 3) Signage will be placed throughout the campus, including the following:
 - On the exterior of entrances to the building to ask individuals entering if any person has symptoms of COVID-19. If the answer is yes – the individual will not be allowed entry.
 - To help visualize physical distancing.
 - In the restrooms throughout the campus to remind and instruct everyone on proper hand washing procedures.
 - To help visualize the proper use of a face covering.

- 4) Wesley Prep has been working all summer to prepare for re-opening the campus for face-to-face learning by outfitting the school with COVID-19 related supplies and teaching staff. Along with extra Staff floaters and a specialized eLearning coach, the nurse's clinic has been expanded to include an isolation room and a private bathroom. Wesley Prep has also added extra hand sanitizer at each classroom and door to the outside, no touch thermometers, personal protective equipment, physical barriers, additional hand-washing stations, remote learning technology platforms, health screening technology, room renovations, furniture, and additional outside activities for PRESCHOOL and MOTHER'S DAY OUT (MDO) Students – just to name a few!

HEALTH SCREENING

- 1) Wesley Prep will launch the use of a **SCREENING APP** (ASCEND-Base Camp Health) - All Students and Staff/Faculty will be required to use this APP to screen for symptoms prior to being allowed to enter the school daily. The screen involves taking a temperature and checking for the following signs and symptoms of COVID-19:
- Shortness of breath or difficulty breathing
 - Chills – Repeated shaking with chills
 - Cough
 - New confusion
 - Muscle pain or body aches
 - Unusual fatigue or tiredness
 - Headache
 - Sore throat
 - Congestion or runny nose
 - New loss of taste or smell
 - Nausea/Vomiting/Diarrhea/Abdominal Pain
 - Red Eyes
 - Rash
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Have you had any known exposure to COVID-19 within the past 14 days?
- 2) Housekeeping Staff and other designated support Staff will be allowed on campus, but must complete either the **SCREENING APP** or the following:
- Complete a symptom screening form prior to entering the campus at Entrance D.
 - Temperature screening will be complete prior to entering the campus at Entrance D.
 - All vendors will be asked to wear a mask/face covering while on campus
- 3) If the individual does not have a mask, extra masks will be available at Entrance D if needed.
- 4) Vendors or other essential workers (dropping off supplies, construction workers, etc.) – will be allowed on campus, but must complete the following:
- Complete a symptom screening form prior to entering the campus at Entrance D.
 - Temperature screening will be complete prior to entering the campus at Entrance D.
 - All vendors will be asked to wear a mask/face covering while on campus
 - If the individual does not have a mask, extra masks will be available at Entrance D if needed.

VISITORS TO CAMPUS

- 1) Nonessential visitors, volunteers, and afterschool activities involving external groups or organizations will not be allowed on campus at this time. **This includes Parents and other Family members.**
- 2) Also, at this time tutors/therapist will not be allowed on campus. For Students who normally employ a tutor/therapist, please continue this either in person or virtually from your home. Wesley Prep will re-evaluate allowing tutors on campus after 60 days.

DUTY TO INFORM

- 1) When Wesley Prep re-opens for face-to-face learning on campus, school nurses will partner with Dallas County Health and Human Services (DCHHS) to contact trace and help identify close contacts. A close contact is anyone within six feet of an infectious person for 15 minutes or longer. School nurses are required to report positive cases from Students, Staff/Faculty immediately to DCHHS.
- 2) Wesley Prep has two certified contact tracers on campus. In order to effectively box and contain the spread of COVID-19, please contact Nurse Teri for the following:
 - If anyone in your household tests positive for COVID-19.
 - If a Wesley Prep Student or Staff/Faculty member has any known exposure to COVID-19 within the past 14 days or is quarantined at home for COVID-19.
 - Your Student attends another school and has a known COVID-19 exposure at that school or is quarantined at that school due to COVID-19.
 - A Wesley Prep Student or Staff/Faculty member travels to a destination requiring quarantine upon return to Dallas. Keep up with CDC travel advisories, notices, restrictions for both domestic and international travel. Per the CDC, as of Friday, July 17, 2020, any international travel requires a 14-day quarantine starting from the time you return home from international travel.

"Stay home and avoid contact with others. Do not go to work or school."

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/after-travel-precautions.html>

CARE OF STUDENTS & STAFF/FACULTY BECOMING ILL (at school or arriving sick)

ISOLATE AND TRANSPORT THOSE WHO ARE SICK

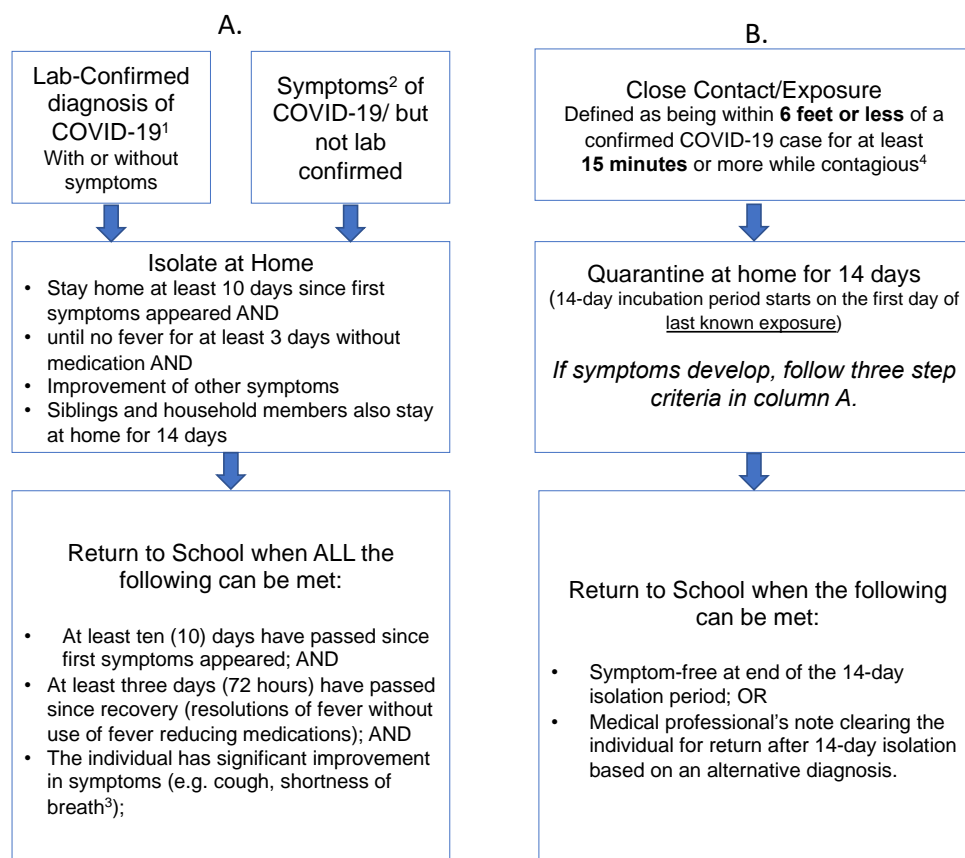
- Students and/or Staff/Faculty do not attend school if the individual (Staff/Faculty) or their child (families) becomes sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms, exposed to a confirmed case of COVID-19 or exposed to a suspected case of COVID-19. Symptoms of COVID-19 may include temperature greater than or equal to 100.0, chills, cough, difficulty breathing, shortness of breath, new confusion, new loss of taste or smell, fatigue or unusual tiredness, muscle or body aches, headache, sore throat, congestion, runny nose, red eyes, rash, abdominal pain, nausea, vomiting or diarrhea.
- Immediately separate Staff/Faculty and/or Student with COVID-19 symptoms as listed above especially if exhibiting fever, cough or shortness of breath. Individuals who are sick should go home or to a healthcare facility depending on how severe their symptoms are and follow CDC guidance for caring for oneself and others who are sick.

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/>

- Move Student and/or Staff/Faculty member to a separate isolation area and mask ill person as appropriate.
- Parents are required to pick up an ill child within 30-45 minutes of notification from Wesley Prep.
- If an ambulance must be called, alert EMS that the person may have COVID-19.
- Areas used by a sick individual will be closed off and will not be used until after appropriate cleaning and disinfecting.

Return to School After Illness

- 1) This following guidance is based on CDC and DCHHS guidelines and serves to help school nurses understand various situations that may occur in the school setting. All reports of Students/Staff/Faculty with exposure to COVID-19 or a confirmed diagnosis must be reported to DCHHS.



¹ Must report confirmed COVID-19 to Dallas County Health and Human Services: Acute infection tests must be from an approved COVID-19 FDA-EUA approved test found at <https://tdem.texas.gov/covid-19/>

² At least 2 of the following symptoms of COVID-19: Fever ($\geq 100^{\circ}$; measured or subjective), chills, rigors, myalgia, headache, sore throat OR at least one of the following symptoms: cough, shortness of breath, difficulty breathing or new olfactory and taste disorders

³ Individual does not need to be completely symptom free.

⁴ Individual deemed contagious starting 2 days before their symptom onset through at least 10 days after onset of symptoms. If case is asymptomatic, then timeframe of contagiousness starts from 2 days prior to date of test, through at least 10 days.

- 2) A Doctor's note may be required for a return to school after an alternative COVID-19 diagnosis.
- 3) Stay home for three days even with an alternative COVID-19 illness. An individual may return to school if:
 - Fever less than 100.0 degrees Fahrenheit without fever reducing medication for 3 days
 - No vomiting for three days without medication to alleviate the vomiting
 - No diarrhea for three days without medication to alleviate the vomiting
 - Free of any other symptoms that caused a Student or Staff/Faculty member to leave school or stay home.
- 4) When Wesley Prep re-opens, an abundance of caution will be used when making decisions about sending students home from school. Please utilize the same cautious judgement when making decisions at home before sending students to school.

PHYSICAL DISTANCING

- 1) Physical Distancing Practices – to the extent possible, means that individuals should maintain at least six feet of distance between each person. Safe physical distancing will be used to minimize close interactions of Students and groups of Students. Physical distancing will be encouraged in all spaces including the classrooms, hallways, restrooms, and playgrounds.
- 2) Wesley Prep will install physical barriers, such as sneeze guards and partitions, in areas where it is difficult to remain at least 6 feet apart.

EVENTS

- All currently scheduled in-person events will be re-imagined and conducted virtually. Some events may vary depending on the age level of your Student. Wesley Prep will communicate this information before school begins (for example: Parent Orientation Meetings, Meet the Teacher, Kindergarten Tears and Cheers Breakfast, and the Kindergarten Party/Lunch, etc.).

CLASSROOMS

- Students will remain with their class or a group called a “cohort” (this may be made up of more than one class for some outdoor activities).
- Desks and tables will be rearranged to maximize the space between Students.
- During nap/rest time, Students will be placed apart from each other in a head to toe placement.
- Activities and stations in the classrooms will be arranged to minimize close physical contact. For example – toys will be rotated in and out of the classroom.
- Some materials that cannot be properly cleaned and disinfected like pillows and some dress-up clothes will be removed.
- Students will remain in class with the same teachers each day.
- Specials Teachers will either visit each classroom and teach at a distance of at least 6 feet from the Students or livestream their lesson into the class – Students will not move to the specials classrooms, except for a class held outdoors.
- Teachers will maintain at least a 6-foot distance from another Staff/Faculty member.

HALLWAYS AND COMMON SPACES

- Only 1 classroom will be in hallways at a time.
- Physical Distancing markers will be visible in the hallways and common areas.
- Wesley Prep will utilize different doorways to move around the building and when going outside for recess.
- Wesley Prep will have signs posted to help with direction and traffic flow.
- Drinking fountains will be closed for the time being.
- Students will be asked to bring at least one refillable water bottle from home each day (teachers can re-fill as necessary).

RESTROOMS

- Each class will have a designated restroom.
- Depending on the size of the restroom, only 1 or 2 Students in the restroom at a time.
- Teachers will continue to remind Students of proper hand washing after using the restroom.
- Signs will be placed in the restrooms throughout the campus to remind and instruct everyone on proper hand washing procedures.
- Signs will be placed in the restrooms indicating the number of Students allowed in the restroom at the same time.

PLAYGROUNDS

- Only one cohort will be permitted on the playground at a time.
- Cleaning procedures will be implemented after each cohort's play time.
- Wesley Prep will utilize different doorways to move around the building and when going outside for recess.

LUNCH AND SNACKS AND WATER BOTTLES

- All Students will eat in their classrooms, although efforts will be made if feasible to eat outside, weather permitting.
- Wesley Prep will continue our policy of being a food allergen aware school to ensure the safety of Students with food allergies.
- For Students in PRIMER through SIXTH GRADE, Parents can continue to order lunches via Preston Hollow Catering. These lunches will be in individual containers and will be delivered to the classrooms for lunch.
- Wesley Prep will continue to provide individual bags of snacks – Students will not share items.
- Students will be asked to bring at least one refillable water bottle from home each day (teachers can re-fill as necessary).

DROP-OFF AND PICK-UP

1) Students and Parents should maintain physical distancing during **DROP-OFF**

- Wesley Prep will utilize all the Campus Entrances to reduce the number of people using the same door. Wesley Prep will communicate to families which Entrance to utilize for drop-off each morning.
- Parents will not walk their Student to the classroom.
- Parents will drop off their Student at their specified Entrance with their teacher/other designated Staff member each morning.

- **ELEMENTARY** will continue to utilize a carpool line for DROP-OFF at their specified Entrance. Parents must assist in unbuckling their Student to help with physical distancing and to avoid close contact with a Staff member.
- **PRESCHOOL** will park their car in the parking closest to their specified Entrance and walk their Student to the Entrance for drop off with their teacher/designated Staff member.
- **MDO** will park their car in the parking lot closest to ENTRANCE C and walk their Student to Entrance C for drop off with their teacher/designated Staff member.
- Parent will be required to show the teacher/designated Staff member that the **SCREENING APP** has been completed, prior to leaving their Student.
- Parents & Students will be required to wear a mask/face covering during this process.
- Wesley Prep may stagger DROP-OFF times to minimize the number of people entering the school at the same time. This information will be communicated before start of school.
- Students who are late and arrive after their ENTRANCE is closed and unmanned by a Staff member will be required to park close to ENTRANCE D, walk their Student to the door, and show the completed SCREENING APP to the Staff member at ENTRANCE D. Wesley Prep Staff will then walk the Student to their classroom.

2) Students and Parents should maintain physical distancing during **PICK-UP**

- Wesley Prep will utilize all the Campus Entrances to reduce the number of people using the same door. Wesley Prep will communicate to families which Entrance to utilize for pick-up each day.
- Parents will not walk into school to pick up their Student at their classroom or the school office.
- Parents will pick up their Student at their specified Entrance from their teacher/other designated Staff member at the conclusion of each school day.
- **ELEMENTARY** will continue to utilize a carpool line for PICK-UP at their specified Entrance. Parents must assist in buckling their Student to help with physical distancing and to avoid close contact with a Staff member. Wesley Prep will designate areas to pull up and park and buckle up!
- **PRESCHOOL** will also utilize a carpool line for PICK-UP at their specified Entrance. Parents must assist in buckling their Student to help with physical distancing and to avoid close contact with a Staff member. Wesley Prep will designate areas to pull up and park and buckle up!
- **MDO** will park their car in the parking lot close to ENTRANCE C and pick up their Student at Entrance C from their teacher/designated Staff member.
- Parents & Students will be required to wear a mask/face covering during this process.
- Wesley Prep may stagger PICK-UP times to minimize the number of people exiting the school at the same time. This information will be communicated before start of school.
- Parents who are late and arrive after their ENTRANCE is closed and unmanned by a Staff member will be required to park close to ENTRANCE D and pick up their Student from the designated Wesley Prep Staff member.

HANDWASHING including Respiratory Etiquette

- 1) Students and Staff/Faculty should wash their hands for at least 20 seconds upon arrival to school and prior to leaving school each day.
- 2) Hands should be washed/sanitized at a minimum before leaving the classroom, before lunch, after lunch, after recess and after using the restroom and after touching any shared surfaces or objects.
- 3) Each classroom will be supplied with hand sanitizer (alcohol-based containing at least 60% alcohol).
- 4) Each entrance to the outdoor areas/playgrounds will be supplied with hand sanitizer, as well as other common areas.
- 5) Train Students, Staff/Faculty to cover coughs and sneezes with a tissue or sneeze or cough into their elbow. Used tissues should be thrown in the trash and wash hands immediately with soap & water for at least 20 seconds. If soap & water are not available and hands are not visibly dirty, use an alcohol-based hand sanitizer that contains at least 60% alcohol.

FACE COVERINGS (masks, face shields, gaiters, etc.)

- 1) Wesley Prep is requiring the use of a face covering at all times by **all adults** (Staff/Faculty) unless the individual is alone inside a private office. Wesley Prep will provide a face shield to Staff/Faculty and have masks available for Staff/Faculty as needed.
- 2) Signage will be posted, and Staff/Faculty training will include the proper way to wear a face shield.
- 3) Face covering may be challenging for Students (especially younger Students) to wear in all-day settings.
 - **MDO** Students are not required to wear a face covering. However, for MDO Students over the age of 2 years old, the Student may wear a face covering during the school day if requested by their Parents.
 - **PRESCHOOL** Students are not required to wear a face covering in their classroom or once outside. Wesley Prep are requiring **PRESCHOOL** Students to put on a face covering in common areas and walking in hallways, etc. However, for **PRESCHOOL** Students, the Student may wear a face covering during the school day if requested by their Parents.
 - Wesley Prep will provide each **PRESCHOOL** Student a gaiter type face covering as pictured below (it is cute with colorful panther paws). A Parent can choose any type of face covering for their **PRESCHOOL** Student; please choose one that works for your Student. The one the school provides is just one possibility. Please send your Student to school each day with a clean face covering.



- **ELEMENTARY** Students will be required to put on a face covering in common areas and walking in hallways, etc. (with mask breaks when at outdoor recess, outdoor P.E., and while eating lunch).
 - Wesley Prep will provide each **ELEMENTARY** Student a gaiter type face covering similar to the one pictured above (it will be a solid color – like navy or grey). A Parent can choose any type of face covering for their **ELEMENTARY** Student; please choose one that works for your Student. The one the school provides is just one possibility. Please send your Student to school each day with a clean face covering. For **ELEMENTARY** Students, please no logos or inappropriate images.
 - **ELEMENTARY** Students in **PRIMER THROUGH SIXTH GRADE** will be required to wear a face covering throughout the day. Students in **KINDERGARTEN** are encouraged to wear a face covering throughout the school day.

CLEANING AND DISINFECTION

- 1) New ultraviolet lighting filters have been added to the HVAC system throughout the campus.
- 2) Wesley Prep has added additional housekeeping Staff during the school day.
- 3) Wesley Prep will routinely clean and disinfect surfaces and objects that are frequently touched throughout the school day (for example: doorknobs, light switches, classroom sink handles, countertops). Using appropriate EPA approved disinfectants for COVID, items in classrooms will be wiped down before each use.
- 4) Classroom items or toys will be cleaned after use.
- 5) Toys and play items that cannot be cleaned will not be used.
- 6) Student's books will be rotated.
- 7) Restrooms, playgrounds, and surfaces in common areas will be cleaned often each day.
- 8) At the end of each school day, the classrooms, common areas, restrooms will be cleaned with the EPA approved disinfectants for COVID.
- 9) Electro-static spray cleaning will also be used as deemed necessary.

COMMUNICATION PLAN

- 1) Wesley Prep continues to monitor daily updates from world, national, state, and local health officials.
- 2) Wesley Prep will continue to utilize the Panther Page Digital Newsletter to send out any general updates and information weekly (this newsletter usually goes out each Monday evening).
- 3) Wesley Prep will utilize the RenWeb Parent Portal to communicate any "all school" alerts in the Announcements section – this is on your "home page" after logging in to your Parent Portal.
- 4) Wesley Prep will only utilize the Parent Alert Text Messaging System to communicate urgent information or weather-related information.
- 5) Wesley Prep will contact you individually if your Student's classroom is affected by any COVID-19 related reason.
- 6) As always, if you have questions, please do not hesitate to reach out to Wesley Prep at enroll@wesleyprep.org or by calling the School Office at 214-706-9568.

BEFORE SCHOOL AND AFTER SCHOOL CARE

- 1) Keeping teachers and Students in the same group (cohort) lowers their exposure risk by decreasing the number of people each person comes into contact with each day. Therefore, in order to limit the mixing of “cohorts”, Wesley Prep will not offer any before school or after school care at this time. Wesley Prep will re-evaluate offering this service after the first 60 days of school.
- 2) Wesley Prep is sensitive to the needs of our Families who have two Parents working outside the home. Please contact us at enroll@wesleyprep.org to let us know your situation.

STUDENT ACADEMICS AND EXPERIENCE

At Wesley Prep, our mission has always been to develop joyful leaders empowered by academics and integrity. Of course, to carry out this mission, face-to-face instruction is preferable. In the event Wesley Prep is closed by area governing authorities or if a class is not physically present due to quarantine, the COVID-19 Task Force has been working all summer to establish eLearning processes, implement effective digital tools, and provide training for teachers. Wesley Prep is excited to share with you that the school has hired a Coordinator of Strategic Academic Initiatives and eLearning to help direct these efforts.

- 1) When Wesley Prep re-opens for face-to-face learning with new health and safety protocols, ELEMENTARY Staff/Faculty will implement the learning platform immediately in order to ready the Students and Families if a school closure occurs. Learning platform levels of integration will vary by grade level based on developmental needs.
- 2) Each age level (ELEMENTARY, PRESCHOOL, and MOTHER’S DAY OUT) will receive more detailed communication outlining the plan for teaching and communication in the event of a school closure or a class quarantine occurrence. Since the ELEMENTARY school year begins first in August, this communication will be sent by next week. More details focusing on PRESCHOOL and MDO will be sent next.
- 3) Wesley Prep has always focused on educating the “whole child” which includes supporting Students both academically and emotionally. We see the importance of faith and tolerance, acceptance of diversity, leadership, giving, and character as important attributes for the development of any child. Programming that supports the emotional wellness of our Students will continue with a focus on the effects of the pandemic. Even though we are unable to gather together in large groups, Chapel will still be an integral part of our program. Wesley Prep’s Chaplain Bruce Hearn is developing new ways to offer Chapel to Students and Families.
- 4) Wesley Prep is here for you! Our Support Team Members, including Executive Director Linda Altick, Chaplain Bruce Hearn, School Counselor Jennifer Kennedy, and School Nurse Teri Bedillion are all available support our Students, Families, and Community Members as needed. Please reach out.