



Health & Safety Plan Policies and Procedures

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General Considerations & Guidelines

- These policies will be continually evaluated and updated by the school with input from the CDC, the Pennsylvania Department of Education, national public health institutions, and local health authorities.
- The goal of these policies is to reduce and mitigate, not eliminate, risk: “There is no such thing as ‘zero risk’, in anything we do, and certainly not during a pandemic. However, scientific evidence indicates that risks to students and staff can be kept low if schools adhere to strict control measures and dynamically respond to potential outbreaks.”¹
- If a student or a staff member has a confirmed diagnosis of COVID-19, Stratford Friends will notify our community in accordance with our protocols, while protecting the individual’s privacy, and coordinate with local health officials.²
- **Stratford Friends families and staff members must inform the school immediately if they or any member of their household tests positive for COVID-19 or if they come into direct contact with an infected individual.**

Visitor Policies

- Parents and guardians are not permitted to enter the building unless they have a scheduled meeting or are otherwise permitted under special circumstances. All visiting adults must wear a face covering if they leave their cars and throughout the entire time they are on campus.³
- Guests will be extremely limited and must be approved by the Head of School or Associate Head of School. Such guests will receive detailed guidance on safety and self-screening protocols prior to arrival.
- The Head of School or Associate Head of School will consider visitor requests to balance, to the degree possible, the need for entry and the ability to contain the visit. Scheduled visitors will receive detailed guidance on safety and self-screening protocols prior to arrival.
- Outside providers, such as District Psychologists, must follow the same guidelines as Stratford Friends faculty and staff to be permitted on campus.

¹ [Harvard T.H. Chan School of Public Health](#) (6)

² [CDC](#)

³ [Harvard T.H. Chan School of Public Health](#) (11)

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- **All deliveries** must be left inside the vestibule, unless impossible.

Social Distancing & Safety Protocols

We have taken extensive measures to allow for students to be 6 feet apart in most of our spaces. Our small classes and overall small school size allow us to do this in most situations.

Classrooms and Cohorts

- Classrooms will be organized with desks 6 feet apart to the maximum extent possible in all directions.
- Students are allowed to take a “face-covering break” to last no longer than 10 minutes at their desks if they are 6 feet apart. If a student needs to move about the classroom, they need to be wearing their mask. If someone approaches a student’s desk to speak with them, the student needs to have their mask on.
- We will endeavor to have team level cohorts in Kindergarten through 4th grade stay with their cohort for the entire day.
- Our 5th graders and above will maintain as consistent a cohort as feasible in their schedule to minimize contact.
- As much as possible, surfaces will be cleaned between each use and daily.
- All staff, students, and visitors will be directed to sanitize hands on entrance to classrooms.
- Students will use individual materials and containers for most classroom uses. Any shared items such as robots, microscopes, large toys, etc. will be sanitized.
- No stuffed animals or plush toys will be permitted.

Hallways

- Main hallway is marked with dots 6 feet apart and has wide lanes to allow for socially distant two-way travel.
- Stairs to the second and third floors are restricted to one way travel up and down.
- All staff, students, and visitors will be directed to wear face coverings in the building with the exception of lunch, recess when outside and able to socially distance and during mask breaks.

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Bathrooms

- Students will go to the bathroom no more than two at a time, and staff will be directed to monitor this limit.
- Student bathrooms will hold no more than 2 students (1 per stall or sink) at a time.

Lunch and Recess

- The cafeteria is closed for meals.
- All staff and students will eat meals and snacks in classrooms at desks that are socially distant. Students are allowed to remove their face coverings while eating or drinking when spaced at least 6 feet apart.
- We will hold lunch outside to the degree possible.
- All students and staff will be expected to wash their hands after bathroom use and before and after eating.
- Outdoor play spaces will be assigned to grade cohorts for specific times each day.
- All staff, students, and visitors will be directed to use hand sanitizer on entrance to classrooms.
- Students are allowed to take a “face-covering break” to last no longer than 10 minutes during recess if they are 6 feet apart.

Events

- Large gatherings will be canceled. Assemblies will be held via video conference.

Physical Education and After School Athletics

- Physical education classes will be held outdoors or in the gym with social distancing to the maximum extent possible.
- After school sports and clubs will not be held during this time.

Transportation

- Transportation provided by The Stratford Friends School will be cleaned after each route.
- Social distance will be created between the children on the school van by spacing seating. Face coverings must be worn per the student’s district guidelines.

- Family members are encouraged to sit together.

Monitoring Student & Staff Health

Stratford Friends understands the importance of having students physically present in school when prudent, to support both their holistic growth and their families' needs.⁴ A critical strategy to achieve this goal long-term is for **all members of the Stratford Friends community** to stay home if they meet any of the following school exclusion criteria.

School Exclusion Based on Symptoms

- Students and staff members must remain home if they, **or a member of their immediate household**, exhibit any of the following symptoms listed below. These symptoms reflect what is included in the screening tool on our school app which is based on current CDC guidelines. If your child exhibits a minor symptom (i.e. runny nose) and a doctor establishes an alternative diagnosis (i.e. seasonal allergies), the student may present a doctor's note to confirm the presence of alternate diagnosis that explains symptoms.

Qualifying Symptoms:

- Fever or chills
 - Cough, shortness of breath, or difficulty breathing
 - Fatigue
 - Muscle or body aches, headaches
 - New loss of taste or smell, sore throat, congestion, or runny nose
 - Nausea or vomiting, diarrhea
- Students and staff members may return to school as follows:
 - **Individual with fever only:** 3 days after fever resolution without the use of fever-reducing medication if no other symptoms develop.
 - **Symptomatic individual who tests positive:** 10 days from symptom onset AND 3 days after fever resolution without the use of fever-reducing medication if no other symptoms develop (if present) AND improved respiratory symptoms.
 - **Symptomatic individual not tested:** 10 days from symptom onset AND 3 days after fever resolution without the use of fever-reducing medication if no other symptoms develop (if present) AND improved respiratory symptoms; may return to school if a doctor establishes an alternative diagnosis and presents a doctor's note to confirm the presence of alternate diagnosis that explains symptoms.
 - **Symptomatic individual who tests negative:** 3 days after fever resolution without the use of fever-reducing medication AND improved respiratory symptoms.

⁴ [AAP](#)

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- Note: a COVID-19 positive individual does not need a repeat COVID-19 test or a doctor's note in order to return to school.
- Note: for the general health of our community, please remember that normal guidelines remain in place for keeping your child home from school:
 - Vomiting and/or diarrhea: students must be vomit/diarrhea free for 24 hours before returning to school.
 - Persistent cough, sore throat lasting 2-3 days, and/or yellow or green drainage from the eyes or nose: students must be symptom-free for 24 hours.

School Exclusion Based on Exposure (Quarantine)

- All individuals who have come in close contact (defined as greater than 15 minutes of interaction less than 6 feet away) with an infected individual must quarantine at home for 14 days from the date of last exposure. **In the yellow phase, siblings of students with a fever of 100 or higher must also remain home until 3 days after their sibling's fever resolves unless the student is determined to have an alternate cause or illness by their primary medical doctor (doctor's note required).**
- Anyone who develops symptoms during this time must contact their health care provider and stay home until the above criteria are met (see **Exclusion Based on Symptoms**).
- During the Green Phase, school exclusion based on symptoms only applies if students and staff members directly experience symptoms—not if a member of their household experiences symptoms. For example, this means that during the Green Phase, siblings of students with a fever of 100 or higher are not required to leave school or remain home until 3 days after their sibling's fever resolves. The School may adjust these guidelines as new guidance is used by the CDC.
- **Geographic Exposure:** Employees and families who travel will be subject to mandatory quarantine requirements as recommended by the Pennsylvania Department of Health. If a student or staff member, or anyone in their household, has traveled to an area where there are high amounts of COVID-19 cases per the Department of Health's [COVID-19 Information for Travelers](#), they must quarantine at home for 14 days upon return to Pennsylvania before returning to school.⁵ It is the responsibility of all Stratford Friends families and staff to check current state guidelines before and after travel.

Notification Policies:

- If a student or staff member has a confirmed diagnosis of COVID-19 or exposure to someone with COVID-19, Stratford Friends will notify needed parties as required by local health officials. Stratford Friends families and staff members should inform the school immediately if they or any member of their household tests positive for COVID-19 or if they come into direct contact with an infected individual.

⁵ Pennsylvania Department of Health, [COVID-19 Information for Travelers](#)

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- Policies will be evaluated and updated by the school throughout the year with input from the CDC, the Pennsylvania Department of Education, national public health institutions, and our local health authorities as appropriate.
- All families, faculty, and staff will be notified of school closures and within-school-year changes in safety protocols.

Remote Learning

- Families may choose to keep their child home for virtual learning.
- Students who are excluded from school are encouraged to participate in Stratford Friends's remote learning program if they feel well enough to do so.
- Faculty and staff members who are excluded from school as a result of having to quarantine due to a confirmed case of COVID or a confirmed exposure to COVID are encouraged to work from home if they feel well enough to do so. Teachers may conduct classes remotely with the support of in-person staff at Stratford Friends to promote continuity of learning.
- If a faculty or staff member during the year expresses that they are unable to return to school due to a potential disability, the Head of School will initiate an ADA review.

Daily Health Plan for Students

Symptom Screening at Home

- All students and staff must take their temperature each morning prior to coming to school to confirm that they do not have a temperature above 99.5 degrees.
- Students may not enter the school until a daily screening log has been submitted via the Stratford Friends School Covid-19 symptom monitoring program⁶ that indicates that they have no symptoms.
- Families will receive detailed guidance on screening for symptoms, taking a child's temperature, and using the app prior to the beginning of the school year.
- At drop-off, the team on duty will verify that each student's daily log has been received.

⁶ Stratford Friends's is using Population Health Innovation's Inc. Covid-19 Return to School program to collect symptom data that permit us to determine if a child, faculty or staff member would need to be excluded from in person instruction due to illness. A unique link will be provided to each community member and will be accessible on iOS, Android, and any web-based devices.

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- For parent/guardian drop-off: the student may not exit the car until the log has been received; parents may be prompted to do so, and staff will take the student's temperature.
- For busing, carpools, and public transportation: students whose parents or guardians have not yet submitted their daily log will wait in a designated space staff conducts a screening and contacts the parents.
- For students who arrive after the standard drop-off window (e.g. Pre-K, Upper School, late arrivals), the front desk staff will verify that the log has been received before buzzing the student in. Screenings may be conducted in main entrance if needed; parents will then be prompted to update the app.

Drop-Off & Pick-Up Procedures

- During drop-off and pick-up windows, parents and guardians must remain in their cars at all times.
- Students who arrive after the standard drop-off window (e.g. Pre-K, Upper School, late arrivals) will be buzzed in after the front desk staff verifies that their log has been received. Parents or guardians who escort young children to the door must wear a mask and remain outside the front entrance. A staff member will meet them at the door to escort young children to their classroom.
- Parents and guardians who need to collect their students before the pick-up window will pull up to the curb and call the school; the student will be escorted to the car by a staff member.

Isolation Policies at School

- Any student on school property who exhibits COVID-19 symptoms per symptom screening guidelines or report of a positive COVID-19 test, will be directed immediately to the isolation area.
- We have designated an isolation area to separate anyone who exhibits COVID-19 like symptoms until the individual is able to go home, or to a healthcare provider.
- Staff members will thoroughly clean and disinfect the isolation area after each use.
- If a student has a temperature of 99.5 degrees or higher, or presents with other school exclusion symptoms (see **Exclusion Based on Symptoms**):
 - The student will be put in isolation and given water; after 15 minutes, the temperature will be retaken.
 - If the temperature remains 99.5 degrees or higher (or if other school exclusion symptoms persist), parents/guardians will be contacted to pick up the student and his or her siblings (if applicable) within 60 minutes, unless extenuating circumstances require additional time.

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- If the school is not able to get in touch with parents/guardians within 30 minutes, the emergency contact(s) will be notified.
- When the parent or designated driver arrives, they will call the school. The student(s) will be escorted to the car through the closest exit.
- **Please note it is imperative that emergency contacts be updated on a regular basis.**

Daily Health Plan for Faculty & Staff

- Faculty and staff members may not enter the school until a daily screening log has been submitted via the Stratford Friends School Covid-19 symptom monitoring program⁷ that indicates that they have no symptoms.
- **Exclusion Based on Symptoms and Exposure** criteria apply to all employees.

Cleaning, Sanitizing & Disinfecting

We have developed a multifaceted plan to address cleaning, sanitizing, disinfecting, and ventilation of our building.

Facilities Cleaning and Disinfecting

- Stratford Friends staff will disinfect frequently touched surfaces.
- Frequently touched surfaces on the school van, such as handles, tops of seats, etc., will be disinfected after each run; we will clean and disinfect the entire van daily.
- The school will purchase adequate supplies and carefully monitor inventory to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60 percent alcohol, paper towels, hand sanitizer stations, and trash cans.
- All employees and cleaning teams will follow school-approved guidance on cleaning and disinfecting.

Personal Cleaning and Disinfecting

- Students will have individual supplies, including 1:1 Chromebook, to the greatest extent possible to avoid sharing equipment; any shared equipment will be cleaned after each use.
- Hand sanitizer will be readily available in common areas, hallways, classrooms, and outdoor play and learning spaces.
- Signs will be posted on how to help stop the spread of COVID-19, including properly washing hands, properly wearing a face covering, and following everyday protective measures.
- Teachers will provide direct instruction and reminders about hand washing, hygiene, mask

⁷ Stratford Friends's is using Population Health Innovation's Inc. Covid-19 Return to School program to collect symptom data that permit us to determine if a child, faculty or staff member would need to be excluded from in person instruction due to illness. A unique link will be provided to each community member and will be accessible on iOS, Android, and any web-based devices.

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wearing and sanitizing.

- Staff and students will wash hands and/or sanitize before and after lunch/snacks and on entrance to each classroom.
- Use of drinking fountains will be discontinued.

Ventilation

- We have had assessments conducted of our ventilation systems.
- We will utilize a combination of exhaust fans, open windows, and updated filters where applicable.⁸

Use of Face Coverings

- Members of our school community will be required to use a face covering in compliance with PA Governor's order.
- Face coverings will be available to any student or staff member who requests one.
- Students remove face coverings when students are:
 - Eating or drinking when spaced at least 6 feet apart; or
 - When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task; or
 - At least 6 feet apart during "face-covering breaks" to last no longer than 10 minutes.

Protecting Students & Staff at Higher Risk for Severe Illness

- High risk students' schedules will be adjusted to minimize exposure to others, including the options for students to attend virtually.
- Staff may request accommodations through the ADA.

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⁸ [Harvard T.H. Chan School of Public Health](#) (32)

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