



All Saints Episcopal School
Reopening Plan for 2020-21

ABOUT THIS GUIDE

The policies in this guide are to be considered as guidelines. All Saints Episcopal School, at its option, may change, delete, suspend or discontinue any part or parts of the policies and procedures in this guide at any time without prior notice. Any such action shall apply to existing as well as future employees. No one other than the Head of School, or, by resolution, the Board of Trustees may alter or modify the policies in this guide.

The date in the footer of each page is the date of the most recent revision of this guide.

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Introduction

As All Saints Episcopal School opens for the 2020-2021 school season, we offer the following protocols and considerations to help protect students, teachers, administrators, and staff and slow the spread of COVID-19. This guide is created in alignment with best practices as recommended or mandated by

- Texas State Governor, [Executive Orders by Governor Greg Abbott](#)
- Centers for Disease Control (CDC) [cdc.gov](https://www.cdc.gov)
- Texas Department of State Health Services (DSHS) [dshs.texas.gov](https://www.dshs.texas.gov)
- Texas Education Agency (TEA) [TEA Coronavirus Resources and Guidance](#)
- Lubbock Health Department, <https://ci.lubbock.tx.us/departments/health-department>
- University Interscholastic League (UIL) uil.texas.org
- Texas Association of Private and Parochial Schools (TAPPS) [TAPPS.biz](https://www.tappp.org)

- American Academy of Pediatrics (AAP), AAP.org
- Southwestern Association of Episcopal Schools (SAES) swaes.org
- Local physicians specializing in Family Practice, Infectious Disease and Pediatrics

These protocols and considerations are meant to supplement—not replace—any state or local safety laws, rules, and regulations with which the school must comply.

Guiding Principles

- Strive to protect the health and safety of students and staff
- Adhere to guidelines established by local, state, and federal authorities
- Sustain the high quality education and support families expect from All Saints, regardless of the learning context
- Face to face instruction offers the best academic and social-emotional support for students.
- The more people a student or staff member interacts with, and the longer that interaction, the higher the risk of COVID-19 spread.
- To the extent possible, the following tactics can reduce, but not eliminate, the risk of spreading COVID-19
 - Limit class sizes
 - Organize students in stable groups and reduce the intermingling of groups.
 - Maintain social distance of at least 6 feet apart and do not share objects.
 - Perform personal hygiene and prevention practices (such as handwashing, entry/exit checks, wearing of face coverings, and staying home when sick)
 - Screening of all individuals prior to entry to campus
 - Restricting access to campus to those essential to school operations.
 - Thorough daily environmental cleaning and disinfection.

About COVID-19

Symptoms of COVID-19

(From CDC, last updated by CDC on May 13, 2020)

People with COVID-19 may have had a wide range of symptoms. These symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have COVID-19:

- 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

This list does not include all possible symptoms. As more is learned, the CDC will update the list of symptoms and All Saints will adjust procedures accordingly.

Definition of Close Contact

(From TEA, SY20-21 Public Health Planning Guidance, Aug 27, 2020)

This document refers to “close contact” with an individual who is lab-confirmed to have COVID-19. Close contact is defined as:

- a. being directly exposed to infectious secretions (e.g., being coughed on);
or
- b. being within 6 feet for a largely uninterrupted or sustained extended contact period throughout the course of a day of approximately 15 minutes; however, additional factors like case/contact masking (i.e., both the infectious individual and the potential close contact have been consistently and properly masked), ventilation, presence of dividers, and case symptomology may affect this determination.”

Individuals are presumed infectious at least two days prior to symptom onset. In the case of asymptomatic individuals who are lab-confirmed with COVID-19, individuals are presumed infectious two days prior to the date of the confirming lab test.

Re-entry Criteria

If Person Had Confirmed Case of COVID

[\(From CDC, updated by CDC on May 12, 2020\)](#)

1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);

2. the individual has improvement in symptoms/return to baseline (e.g., cough, shortness of breath, diarrhea, nausea);

and

3. at least ten days have passed since symptoms first appeared.

If Person Has No Symptoms, but had Close Contact with Confirmed Case of COVID

People who have had close contact with a person diagnosed or suspected COVID-19 will be required to quarantine and be advised to self-monitor for symptoms.

The individual will not be allowed to return to the campus until 14 days from the last day of close contact. If close contact with the individual with confirmed COVID-19 continues (ex., living in the same household) they will not be allowed to return to campus until 14 days after the person with COVID-19 case has been cleared.

If Person Had Symptoms But No Close Contact with Confirmed Case

If the individual has symptoms that could be COVID-19 and did not have close contact with someone with COVID, it is possible to return to school before completing the above stay at home period. To do so, the individual must either:

Obtain a medical professional's note clearing the individual for return based on an alternative diagnosis and is not contagious,

Or

Obtain an acute infection test at an approved testing location that comes back negative for Covid-19. A copy of the test results must be provided to the Health & Safety Coordinator, Lisa Rozean. The test must be performed 5-8 days after symptom onset. Communicating About COVID-19.

A list of approved testing locations may be found at <https://tdem.texas.gov/covid-19/>
(Scroll to bottom of page)

NOTE: All Saints is erring on the side of caution with regard to being fever-free before returning to school.

Designated COVID-19 Points of Contact

To notify the school of an illness, please contact the Health and Safety Coordinator, Lisa Rozean at 745-7701 or lrozean@allsaintsschool.org and your child's Division Head.

The first point of contact for any questions, concerns, or feedback about COVID-19 policies and procedures is the Division Head. They can be reached at 745-7701 or at the emails listed below.

Patriot Learning Center: Mrs. Emily Cannon, ecannon@allsaintsschool.org

Lower School: Mrs. Rachel Scranton, rscranton@allsaintsschool.org

Middle School: Mr. Greg Hutchinson, ghutchinson@allsaintsschool.org

High School: Ms. Tammy Edmonson, tedmonson@allsaintsschool.org

Staff/Faculty: Contact your supervisor or Valerie Tucker, HR Director

If the Division Head is not available, contact the Head of School, Mr. Bruce Latta at blatta@allsaintsschool.org or by calling the school.

Communication Regarding Absence & Illness

If Your Child Misses School

Please inform the school the reason for the absence.

If your child has symptoms that could be COVID, it is assumed that your child has COVID.

Please visit your doctor to have your child assessed, and do not forget to bring a note. If you want to fax a doctor's note directly to the school, the fax for the Nurse's office is 806-748-0573

Reporting Illness & Symptoms

Consistent with applicable law and privacy policies, staff and families must self-report to the school if they or their student have symptoms of COVID-19, a positive test for COVID-19, or were exposed to someone with COVID-19 within the last 14 days in accordance with health information sharing regulations for COVID-19.

To notify the school of an illness, please contact the Health and Safety Coordinator, Lisa Rozean at 745-7701 or lrozean@allsaintsschool.org and your child's Division Head.

Notification of Lubbock Health Department

In accordance with state and local laws and regulations, All Saints will notify local health officials, staff, and families immediately of any lab-confirmed cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and FERPA.

People who have had close contact with the person diagnosed with COVID-19 will be required to stay home and self-monitor for symptoms and follow CDC guidelines if symptoms emerge. (Please refer to the section, *Individual with Close Contact to someone with COVID-19*, below) A person with close contact will not be allowed to return to campus until the Re-entry criteria have been met.

What Happens in Confirmed or Suspected Cases of COVID

(From TEA SY 20-21 Public Health Planning Guidance July 7, 2020)

The procedures for dealing with confirmed or suspected cases of COVID-19 err on the side of caution. An individual who is experiencing the symptoms of COVID-19 is assumed to be infected with COVID-19 until other evidence is presented.

In both suspected cases and confirmed diagnoses of COVID-19, the individual must stay at home throughout the infection period, and cannot return to campus until the conditions for campus re-entry have been met.

Individual Diagnosed with COVID-19

The individual may return to school when **all** three of the following Re-entry criteria are met:

1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications);
2. the individual has improvement in symptoms/return to baseline (e.g., cough, shortness of breath); and
3. at least ten days have passed since symptoms first appeared.

Individual with Symptoms - but no Formal Diagnosis - of COVID-19

An individual who has symptoms of COVID-19 and who is not evaluated by a medical professional or tested for COVID-19 **is assumed to have COVID-19**. The individual may not return to the campus until the individual has completed the same three-step set of criteria listed above for confirmed cases of COVID-19. See Individual Diagnosed with COVID-19, above.

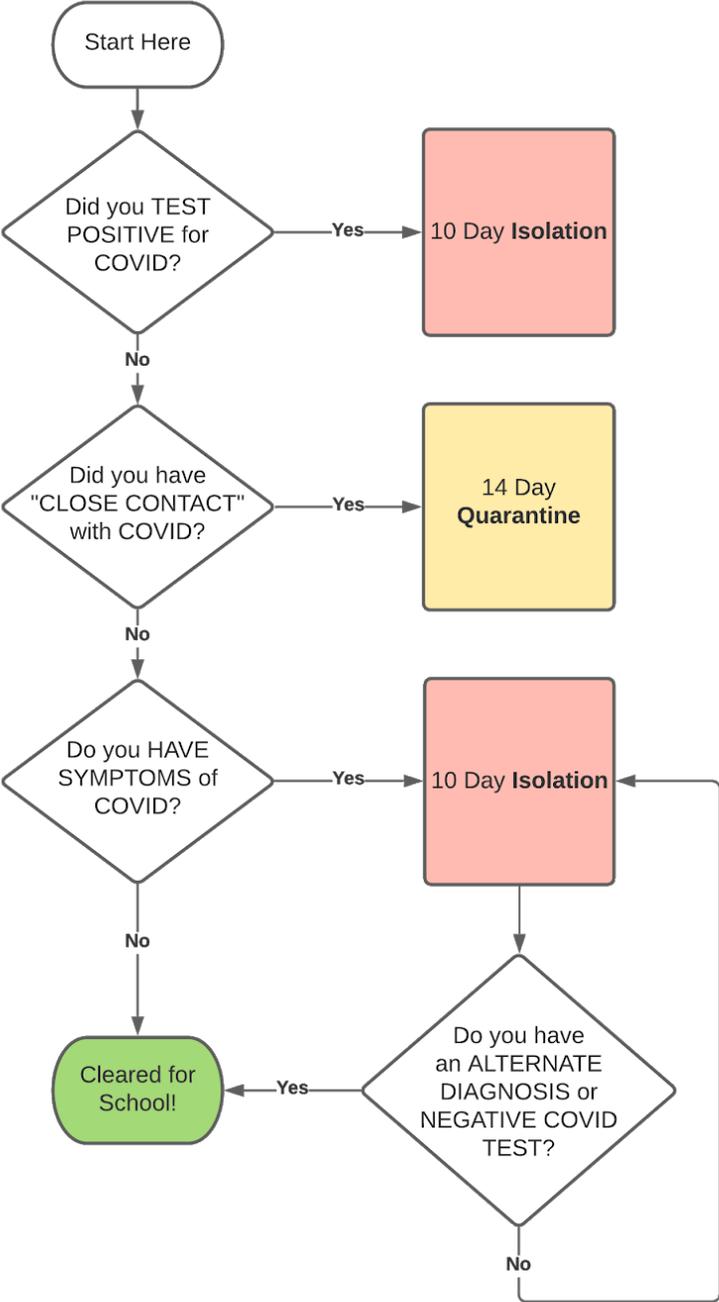
Individual with Close Contact to Someone with COVID-19

People who have had close contact with a person diagnosed or suspected COVID-19 will be required to stay home and be advised to self-monitor for symptoms and follow CDC guidelines if symptoms emerge.

The individual will not be allowed to return to the campus until 14 days from the last day of close contact. If close contact with the individual with confirmed or suspected COVID-19 continues (ex., living in the same household) they will not be allowed to return to campus until 14 days after the person with Confirmed or Suspected COVID-19 case has met the Re-entry criteria above.

Flowchart: Decisions on Isolation & Quarantine

Isolation, Quarantine and Return to Campus



Ruling Out COVID-19 to Return to School

If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either

- a. obtain a medical professional's note clearing the individual for return based on an alternative diagnosis and is not contagious,
or
- b. Obtain an acute infection test at an approved testing location (<https://tdem.texas.gov/covid-19/>) that comes back negative for Covid-19. A copy of the test results must be provided to the Health & Safety Coordinator, Lisa Rozean. The test must be performed 5-8 days after symptom onset.

When Someone Exhibits Symptoms of COVID-19 on Campus

All Saints is implementing several strategies to prepare for when someone shows initial symptoms of illness when on campus. These include:

- Notification of the nurse when/if someone at school shows symptoms of COVID-19
- Isolation of the individual (under the supervision of staff/faculty in the case of a child)
- Temperature will be taken
- The individual experiencing symptoms will be asked to wear a mask per CDC guidance. If the person's condition does not allow wearing a mask; facial tissue will be provided for the person to use to cover the mouth and nose
- Parents or guardians will be notified and asked to pick up the student
- A nurse or other designated staff will ask questions per local health authority guidelines for assessment and contact tracing of individuals with suspect COVID-19
- The student will be released into parent or guardian care at the exit closest to the isolation room
- Adults will go home or to a healthcare facility depending on the severity of their symptoms

Areas used by the sick person will be cleaned immediately and disinfected.

Notification of Health Officials and School Community

In accordance with state and local laws and regulations, All Saints will notify local health officials, staff, and families immediately of any case lab-confirmed case of COVID-19.

Notifications will be made maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

Contact Tracing and Quarantine Decisions

If there is a confirmed case of COVID-19 on campus, officials from the Lubbock Health Department will perform contact tracing with the assistance and full cooperation of All Saints staff.

The Lubbock Health Department will instruct All Saints about who needs to be quarantined. People who must be isolated or quarantined will be informed by either the Lubbock Health Department or All Saints Episcopal School.

Promoting Behaviors that Reduce the Spread of COVID-19

All Saints Episcopal School is implementing strategies to encourage behaviors that reduce the spread of COVID-19. These strategies help minimize the potential of spread in our school and in our community.

No Penalty for Staying Home Due to Illness

Employees and students who are sick, have been exposed, or who have recently had close contact with a person with COVID-19 must stay home. Showing symptoms of or having been tested positive for COVID-19 requires the student or staff member to stay home throughout the infection period.

Employees and students should not be penalized for doing the right thing. For employees, personal days/paid time off days will not be counted for staff members who stay home due to exposure to COVID-19 or due to displaying symptoms of COVID-19. Staff members who are required to stay home based on our guidelines will not have personal/PTO days counted against them.

For students, All Saints will not offer incentives for perfect attendance. Students who are absent will be afforded time to catch up in classes and/or be offered opportunities to continue learning virtually (in case of an extended absence).

Please see the section, When Someone Exhibits Symptoms of COVID, above for the procedure to follow.

Hand Hygiene and Respiratory Etiquette

All Saints asks families to partner with us to teach and reinforce hand washing with soap and water for at least 20 seconds. An instructional video is posted on the school's website, and students will be taught proper hand washing technique at school.

Various times will be set aside during the day so students can wash their hands. In addition, multiple hand sanitizer stations are set up in classrooms and throughout the campus. Students and staff are encouraged to use these stations as much as needed, and they are part of the classroom entry/exit procedure.

All Saints will provide hand sanitizing stations at all entry points on campus and each person will be asked to use them as part of the entry procedure.

Students, teachers, staff, and campus visitors are to sanitize and/or wash hands frequently, especially:

- Upon entry / exit
- Before eating food
- After using the toilet
- Before, during, and after preparing food
- After coughing, sneezing, or blowing one's nose

All Saints will also teach proper etiquette for covering coughs and sneezes. This includes the use of tissues, which will be available in every classroom. If a tissue is not available, we will use our elbow. Upon using a tissue or elbow, students and staff will immediately wash hands or use hand sanitizer.

Use of Face Coverings

Schools are required to comply with [Governor Abbott's Executive Order GA-29](#) regarding the wearing of masks. "Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household." Some exceptions apply.

For the purposes of this document, "masks" include non-medical grade disposable face masks, cloth face coverings (over the nose and mouth), and gaiters.

Face coverings are meant to protect other people in case of asymptomatic wearers who are unknowingly infected.

A face covering may not have a valve or vent. The valve or vent allows the exhaled air to be released unfiltered.

Requirements:

- All Saints will require all faculty and staff to wear face coverings while on campus.
- All faculty, staff, and students will be required to wear a mask/cloth face covering (over the nose and mouth) when Entering and Exiting campus and during times of transition (i.e., changing classes, using the restroom facilities)
- All students in grades 2-12 will be required to wear a mask/cloth face covering (over the nose and mouth) as feasible, especially when social distancing is difficult.
- All students in Preschool-1st grade will be required to wear a mask/cloth face covering (over the nose and mouth) during campus Entry/Exit and during times of transition (i.e., when changing classes, while using the restroom facilities)

Face coverings will not be required for:

- Children 2 years old or younger
- During times when individuals are eating and/or drinking.
- During times of exercise (when 6' apart from others)
- Anyone for whom wearing a mask/cloth face covering is not developmentally appropriate or medically safe.

Per guidance from the TEA, full-face shields may be used in place of a mask to protect eyes, nose, and mouth *whenever a mask is not feasible* or whenever the education context may benefit from the ability to see an individual's full face.

Families are asked to provide masks for their children with the name of the child clearly marked on the mask. An extra mask should be sent to school in a closed and named ziplock type bag in case an extra is needed. A clean mask is to be worn each day.

In an effort to support access of supplies for the medical community, we ask that high grade medical masks and respirators are not brought to school.

Sharing masks is prohibited. Face coverings found on campus that are not identifiable will be thrown away. Students and staff are to avoid touching another person's face covering unless an emergency prompts such action. If someone comes into contact with another person's covering, hand washing and/or sanitizing must be done immediately after touching the covering.

Personal Supplies for Hygiene

The school will provide adequate supplies, including soap, hand sanitizer, paper towels, tissues, and disinfectant wipes. Based on usage, the school may ask families to help us out by supplying extra supplies for their child. However, we will work to avoid this scenario as much as possible.

Families are also welcome to provide their children with personal/travel sized hand sanitizer. To keep in their school bag, desk, or on their person. Any supplies brought to school are subject to oversight by the faculty and staff to ensure proper and safe use.

Maintaining a Healthy Environment on Campus

All Saints is implementing several strategies to maintain healthy environments.

Student Drop-Off and Pick-Up

To limit the risk of exposure to COVID-19, the processes of drop-off and pick-up have been changed. Below is the general process used across the school, but the procedures will vary by division. At the discretion of the school, procedures for dropping off and picking up may change based on providing as safe a process as possible.

All drop-off locations will require a safety check. Students who pass the safety check will be admitted into the building. See below

Locations for Drop-Off

The areas for drop will be assigned based on the grade level of the family's youngest child. The locations include the high school, the Circle Drive, the Patriot Learning Center, the Lower School and the Middle School.

Walking Students into the Building is Suspended

Parents or Guardians who are dropping off or picking up students are to stay in their vehicles and may not walk their children into the building.

Drop-Off and Screening Process

1. All Saints staff will be positioned to help with drop-off and pick-up procedures and ensure that children are safely transitioned to or from their vehicle.

2. Student temperatures will be taken with a touchless thermometer while students are in the car. If a student's temperature reads over 100°F, no one from the car will be allowed to enter the campus.
3. Students will be pre-screened for entry on a daily basis, Pre-screening is a check for symptoms of COVID-19. If a student reports having any of the symptoms of COVID-19, no one from the car will be allowed to enter the campus.
4. All students are expected to wear face coverings during entry.
5. Students will either walk or be escorted to their homeroom where they will be welcomed and supervised by their teachers.

Drop-Off Times

Drop-off times are from 7:40 am - 8:00 am.

The school day begins at 8:00 am.

Late Arrivals

If you arrive on campus after 8:00 am and/or the duty staff are no longer outside, please wait at your designated drop-off location and call the school's office at 745-7701. A member of staff will come to your car to conduct the entry screenings and help transition the student to class.

Arriving Before Drop-off Time

If you need to drop off your child prior to 7:40 am, please contact your child's Division Head ahead of time to make arrangements for screening and entry. We will do our best to accommodate your work schedule.

Students who arrive early will be taken to specified locations in each Division where they are supervised and can maintain social distance until classrooms have been opened.

Adjustments to Drop-Off Procedures and Times

The drop-off procedures and times may need to be changed, and they will vary by Division. Division Heads will update parents about any adjustments to drop-off procedures.

Student Pick-Up Times and Locations

School dismisses at 3:30 pm (and 3:45 pm for high school).

Students will be picked up at the location they are assigned for drop-off.

Waiting for Older Siblings

Please contact your child's Division Head if you need your child to wait for a high school sibling to complete classes at 3:45 pm. Students will be escorted to the Commons, where they will wait for their high school siblings.

Afternoon Fun

All Saints will continue to offer Afternoon Fun, beginning at 3:30pm.

Students will be required to wash their hands before participating in Afternoon Fun.

All school rules and procedures for health, safety, and clearing will be followed during Afternoon Fun.

Cleaning and Disinfecting

Daily Cleaning

The school is cleaned on a daily basis by a custodial service. The product used is Alpha HP, a peroxide-based disinfectant and cleaner that works on a variety of surfaces and is registered on the Environmental Protection Agency's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19). The daily cleaning protocol includes desks, high touch surfaces, and common areas among others.

In addition, high touch areas (e.g., desks, chairs, playground equipment, door handles, sink handles, etc.) are cleaned and disinfected several times during the day and between use. Each teacher is provided cleaning supplies for their classroom.

The support staff also cleans high-touch items (door handles, tables, chairs) in common areas in hallways at regularly scheduled intervals throughout the school day.

Specialized Equipment

All Saints has purchased Ultraviolet (UVC) Germicidal Light Towers to help with the mitigation and disinfection of airborne / aerosol pathogens. The equipment will be used by trained personnel when classrooms are not occupied.

All Saints has purchased specialized fogging equipment to disinfect rooms. As with the UVC Germicidal Light Towers, this equipment will be used by trained personnel when classrooms are not occupied.

Deep Cleaning

All Saints has an expanded cleaning service to use on an as-needed basis for in-depth cleaning. The process includes the use of electrostatic sprayers to apply a hypochlorous acid solution for clearing and disinfecting. The product is registered on the Environmental Protection Agency's List N: Disinfectants for Use Against SARS-CoV-2 (COVID-19)

When cleaning supplies are used, spaces will be properly ventilated.

Cleaning if a Student is Ill

In the case where a student needs to leave school due to illness, the student's area will be cleaned immediately. The classroom also will be disinfected using the Ultraviolet (UVC) Germicidal Light Towers as soon as possible.

If the student is ill due to COVID-19, the area also will be deep cleaned.

Shared Objects and Personal Items

School supplies (i.e. pencils, pens, markers, crayons, scissors, etc.) will not be shared among students. Each student will have his or her own container of supplies.

Each student's belongings will be kept separated from others' and in individually labeled containers, cubbies, lockers, or other areas. Student storage and access to storage areas will be organized and scheduled to maintain social distancing requirements.

The sharing of objects will be limited.

We will also limit use of supplies and equipment by one group of children at a time and clean, store, and disinfect between use. This includes electronic devices (iPads, desktop computers, etc.), gym or physical education equipment, art equipment, toys, books, games, and learning resources.

Any shared objects will be cleaned between uses.

Ventilation and Air Quality

All Saints will ensure that our ventilation systems operate properly and are cleaned. We will also increase circulation of outdoor air as much as possible, for example by opening doors or windows. We will NOT open doors when doing so poses a safety or health risk to children and staff.

All Saints has purchased Ultraviolet (UVC) Germicidal Light Towers to help with the mitigation and disinfection of airborne / aerosol pathogens. The equipment will be used by trained personnel when the classrooms are not in use.

Water Systems

Drinking fountains have been shut down. The school installed water bottle filling stations around the campus. Students and staff are expected to bring their own refillable bottle to use. Water bottles may not be shared. Please make sure bottles are clearly marked with one's name. Bottles found that are not identifiable will be thrown away.

Please provide your children with water bottles that have removable lids - wide lids are better. We do not want students to spread germs because their water bottles bump up against the spigot of the water bottle filling station.

Modified Classroom Layouts and Guides

Seating and desks will be spaced to meet or exceed social distancing guidelines in all classrooms, common areas, and during school gatherings. In addition, seating will be organized so children are not directly facing each other.

All Saints will follow the most conservative guidelines for social distancing which call for people to be separated by 6 feet.

Class sizes are limited. In the cases where students cannot be accommodated safely in the traditional classroom, the class will be moved to a larger space.

Physical guides (i.e. tape on floors, signs on walls, barriers, etc.) will be put in place to help ensure that staff and children adhere to social distancing regulations.

Common Areas and Playground Equipment

Proper distancing will be used in common areas. When distancing is not practical or possible, the schedule has been adjusted to stagger the use of the space.

Use of the playground equipment will be limited to small groups of students. Hand washing and/or hand sanitizing is required both before and after use of the playground equipment.

Students who are actively exercising may remove masks or face shields, as long as they maintain at least six feet of distance from other students, teachers, and staff who are not wearing masks or face shields.

Lunch

The school will continue to offer hot lunch service.

Food will be prepared by vendors who adhere to health and safety guidelines. Lunches will be delivered to All Saints in individual servings which then will be distributed to students.

Lunches must be ordered through the online system a week ahead of time.

Students and staff may bring their own lunch and snacks. Families are encouraged to use disposable items. This includes lunch bags instead of lunch boxes, etc. Students may bring lunch boxes.

Sharing of food, drink, or utensils is strictly prohibited.

Students who do not have lunch will be provided a packaged lunch (e.g., lunchable) and the family's account will be charged.

Lunch Locations

Lunch will be eaten in classrooms, outside, and common areas to ensure students and faculty can adhere to social distancing guidelines. The schedule for lunch will be adjusted to accommodate the need for social distancing and for students to eat at appropriate times of the day.

Eating spaces will be cleaned after their use.

Food Delivery

Having food delivered to campus is not allowed (by vendors, delivery services or parents).

While under normal conditions, we have allowed these services, until the situation concerning COVID-19 changes, our policy has changed.

Students Without Lunch

Students who come to school without food for lunch will be provided an individually wrapped emergency meal. Parents will be billed separately for the cost of providing a child with an emergency meal.

Microwave Ovens

Lunchroom staff will warm up lunch for students who need this. Students will not be directly handling the microwaves.

Sharing Food

Students will not be allowed to share food

Parent Lunch with Children

Parents will not be able to eat lunch with their children on campus.

The ability for parents to visit school and eat lunch with their children on campus is a benefit that families enjoy. Due to the need to restrict visitors on campus, we will have to suspend this practice temporarily until further notice.

Maintaining Healthy Campus Operations

All Saints is implementing several strategies to maintain healthy campus operations.

Regulatory Awareness

All Saints will maintain active awareness of local or state regulatory agency policies related to group gatherings to determine if events can be held.

Health Screening

The entry protocol for anyone entering the All Saints campus includes a health check that includes a survey regarding symptoms and a temperature check. All visitors must wear masks.

Health checks will be conducted safely and respectfully, and in accordance with any applicable privacy laws and regulations. All Saints will be guided in this practice by the screening methods set forth by the CDC, TEA, TAPPS and state and local health departments.

Assemblies, Field Trips, and Visitors

All school or large group assemblies and events are being restructured or postponed to adhere to regulations and school safety procedures.

Due to restrictions on destinations, the availability of host sites, and limitations on transportation due to social distancing, field trips and school trips are being reviewed and may be postponed, revised, or suspended.

Visits to campus will be limited to those essential to daily school operations (ex. scheduled meeting, an unavoidable event, or in case of an emergency). Every visitor must check in at the front office and is subject to temperature checks, health screenings, and must wear a mask.

Cohorting classes

Our class structure and schedule will ensure that student and staff groupings are as static as possible without compromising the educational experience. We will do this by limiting the mixing of student groups/classes as much as possible. We will also limit the amount of transition between spaces and plan transitions to reduce risk.

Chapel

Chapel services will continue online via Facebook Live. Students will participate in Chapel in person, but on a rotating basis so only one grade is present at a time. Chapel services will be streamed for online viewing and posted to the school's website.

Staff Training

All staff members will be trained in all safety protocols. These include hand washing, use and storage of cleaning products, transitions, and class setup for social distancing.

Use of School Facilities

All Saints is honored to have established partnerships with local organizations (e.g., Lubbock Concert Band and Burktech Players). All partners who use our facilities are required to have established guidelines for use that are aligned with the policies set forth by All Saints Episcopal School.

Athletics

Safely facilitating athletic events, especially those that are held indoors, will be one of the most challenging situations to manage as we navigate the COVID-19 landscape. We have two simple goals to accomplish with our athletic events at All Saints this year:

1. Provide a safe opportunity for young athletes to compete
2. Provide a safe opportunity for parents to be able to watch their children compete.

Every opportunity that we can facilitate for our kids to safely play and our parents to safely watch is a success this year.

Safety Protocols

All Saints observes safety procedures that have all been adopted by the UIL, TAPPS and the WTCAA. Athletics, coaches, officials and event staff will be well-informed of those safety protocols.

Fan Attendance Policy: Indoor Events

- A limited number of admissions for guests will be available for each player on the roster for each team for their specific match.
- The admission limit will be the same for each team, All Saints and the visiting team.
- Cheerleaders (if any) for both schools will have access to the same admissions for their specific match.
- There will be a cash pay box operated by an attendant with gloves and mask. If a patron is uncomfortable handling cash, you can choose to be billed for your admission.
- Fan entrances for both teams will open 15 minutes prior to the start of the match.
- No outside food or drink will be permitted in the gym.

Pre-Screening at Athletic Events

Prior to entry/ticket purchase all fans will be asked to self pre-screen for the following COVID symptoms:

- 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
- Close contact with a COVID 19 lab-confirmed person
- Fever in excess of 100.0 degrees

If you are experiencing any of the above listed symptoms, please do not come to the match.

Face Coverings Required

Consistent with the latest Governor's Executive Order GA-29, face coverings are required at all TAPPS/UII/All Saints activities for age 10 and older unless a medical condition or disability prevents the wearing of a face covering. Face coverings include non-medical grade disposable face masks, or cloth face coverings (over the nose and mouth). This includes the 2020-2021 school year, unless modified at a later date.

Admission/Seating Protocols

Teams and fans will have separate entrances for athletic events at Jones Gym and Patriot Gym.

Jones Gym

- All Saints fans will enter through the southeast door to Jones Gym (the door by the parked bus), and will sit in the east bleachers.
- Visiting fans will enter through the main Jones Gym doors located on the southwest corner of the gym, and they will sit in the west bleachers behind the team benches.
- All bleachers will be marked for social distancing, and fans are expected to social distance unless with a family member.

Patriot Gym

- All Saints fans will enter through the east door to Patriot Gym and will sit in the northeast bleachers across from the team benches.

- Visiting fans will enter through the main Patriot Gym doors located on the southeast corner of the gym, and they will sit in the southeast bleachers across from the team benches.
- All bleachers will be marked for social distancing, and fans are expected to social distance unless sitting with family members.

End-of Match/Exit Procedure

- All participants and fans will exit the gym between matches so the gym and equipment can be cleaned and readied for the next match.
- All fans will exit the door that they entered at the conclusion of the match.
- There will be no loitering in the gym.
- While exiting please wear a mask and observe proper social distancing of at least six feet.
- Teams will remain together at their bench and exit as a group with their coaches wearing masks and remaining socially distanced.
- If visiting teams are travelling together, a seating area will be saved so that the non-playing players will have a place to wait & watch while they are not playing. That situation will be communicated by the schools prior to the match.

Visiting Team Protocol

- The visiting team will enter as a group with their coach through the designated entry and proceed directly to their bench and team area.
- Visiting team entry will be available 30 minutes prior to the start of the scheduled match, and an All Saints staff member will be available to greet the visiting team and escort them to their team area/bench.
- Visiting team pre-screening will be confirmed and communicated via the athletic administrations of the competing schools.
- Upon completion of the match, the visiting team and their coaches will exit the same way that they entered.
 - Teams should come dressed to play.
 - Locker rooms will not be available for changing.
- Teams are encouraged to bring their own water bottles. Cold water to fill water bottles will be provided in the team/bench area.

Supporting Students Who Are Not On Campus for Limited Time

If members of our school community cannot be on campus temporarily, All Saints will continue to serve these students' needs through online instruction and support.

Preparation

In addition to reviewing class routines and expectations, the first days of school for all students will focus on learning and managing the technology used for on-campus classes and for distance learning.

Schedule and Instruction

The schedule for instruction will generally follow the schedule for on-campus instruction. If a significant portion or the entire school needs to move to distance learning, schedules will be adjusted.

The format of instruction for distance learners in this configuration will depend on the instructional goals and a number of other factors. Instruction may be a combination of synchronous learning, which is real-time, two-way, live instruction between teachers and students, or asynchronous learning, which is where students work on learning materials on their own time.

Support

One important lesson learned during distance learning in the spring was how isolated students feel during distance learning. To alleviate this, the teacher will arrange a schedule to connect with distance learners. The schedule will depend on his/her availability during the school day and/or after regular school hours.

Other forms of support include student work groups for projects and activities set up to help distance learners connect with schoolmates.

Campus Closure

There may be times during the school year due to acute or widespread COVID-19 outbreaks when school operations must move off campus for an extended period.

Examples of such situations include:

- Directions by local, state, or federal officials to close school campuses
- An outbreak in a class that requires a grade level, or grade levels, to stay at home based on the guidance in this document
- A decision by the Board of Trustees and school administration to move to distance education

Childcare During Campus Closure

The decision to close school for an extended time places a large burden on parents.

All Saints will offer on-campus childcare for our youngest students during a school closure in a manner in line with federal and state guidance regarding Daycare centers.

In the event that All Saints cannot meet the demand for childcare, priority for childcare spaces will be given to families in which caregivers are identified as essential personnel by local, state, and federal authorities.

Distance Learning: All Saints Online

The goal of All Saints Online is to provide the whole-child education parents expect from All Saints to students who cannot be on campus.

Guiding Principles of All Saints Online

The following principles guide the All Saints Online program.

- Whole class instruction, discussion, feedback, and check-ins are important and support our relationship-based approach to learning. Teachers will check in with the whole class using video conferencing technology (Zoom, Google Meet, etc.) and the Google Classroom interface.

- One-on-one personalized guidance is also a critical piece to the All Saints program. Teachers will also set-up live help sessions using the same video conferencing interface as with the whole class.
- Teachers will teach the topics contained in the All Saints curriculum.
- Class meetings, extra help sessions with teachers, and student collaborative work sessions will be incorporated in a daily schedule. The lengths of each scheduled activity depend on the age of the student and nature of work to be completed.
- All Saints Online will schedule times and activities to invest in the spiritual, social, and emotional well being of students.
- Parents are not expected to provide primary instruction. Teachers are responsible for instruction, first tier academic support, and assessment.
- Time management can be a challenge for students, and in distance learning there are not as many built-in reminders about upcoming due dates as there are with on-campus instruction. In addition to the support provided by teachers, students will need parental help with keeping track of assignments, due dates, and similar skills related to executive function and time management.
- We will ensure open lines of communication between teacher, student, and parent as we work together to ensure each student is challenged intellectually and supported emotionally.
- Parents will have access to Google Classroom and other learning management tools.
- All video conferencing sessions will be done in a safe and appropriate manner. We will utilize safe practices at all times. This includes being professionally dressed, professionally presentable, and holding sessions in spaces that avoid potential professional boundary issues.
- Students are expected to attend class and complete assignments.
- Traditional testing and grading techniques may be adjusted as necessary to best address the needs of the class.
- Video sessions may be recorded and posted to Google Classroom or to a private YouTube channel in order to preserve the lesson or support the needs of students who benefit from the ability to rewatch a session.
- Behavioral expectations using online classes is the same as in-person classes. Students and teachers are expected to act and communicate in a manner that follows the All Saints Way.

Transition to All Saints Online

If there is a move of the entire school to an extended period of distance education, the school will follow a three step process

1. Transition - distribution of materials needed for start-up, retrieval of student belongings, review of updated distance education schedules and logistics, and preparation of learning locations at homes.

2. Review & Troubleshooting - Distance education classes meet to review processes and procedures, identify and address technical issues, and set adjusted classroom norms and routines for distance learning
3. Instruction - Lessons commence

The length of time for each step will vary depending on the Division. Older students may move through the process quickly while younger students will require more time. Teachers will adjust timelines as needed to ensure that students are able to be successful in a distance education environment.

All Saints Online: PLC and Lower School Instruction

The instructional day will be structured to ensure there are enough minutes devoted to each subject area. The day will consist of a mix of live instruction and out-of-class activities. Teachers and teaching teams will be able to adjust the schedule to meet student needs.

Daily live instruction may include activities such as:

- Mini-lessons led by the teacher
- Circle time/Check ins
- Read alouds
- Small group reading instruction
- Number Talks
- Small group discussions
- Show-and-tell

Daily out-of-class assignments are to be completed independently. These may include activities such as:

- Student self-selected reading and writing
- Writing assignments
- Independent skill practice
- Choice boards
- Small projects
- Preparing presentations

All Saints Online: Middle School and High School

High school classes will follow the class schedule for on-campus learning. The schedules for Middle School may be adjusted. All classes will meet.

The curriculum followed for All Saints Online is the curriculum used for school on-campus. Hands-on activities, such as science labs, will be scheduled by teachers as necessary and follow all local, state, and federal safety guidelines..

The amount of teacher supervision for collaborative projects and group work will depend on the age of the students.

Technology Devices

Students will need a device connected to the internet to support distance learning.

The standard devices used at All Saints include computers (laptop or desktop) running Windows 10 and Apple iPads (6th and 7th Generation, WiFi, 128GB).

Current versions of Google Chrome, Mozilla Firefox, Microsoft Edge, or Safari are recommended for devices. Your child's teacher may request the use of additional apps to support instruction.

If a family needs to borrow equipment, please contact the Director of Instruction & Technology (Dr. Penny Carpenter at pcarpenter@allsaintsschool.org) or your child's Division Head.

Software Tools

Google Accounts and the G Suite for Education

A Google account will be created for each student in Grades K-12. The account provides supervised access to the G Suite for Education. The G Suite for Education is a collection of secure online tools that include: Gmail, Docs, Sheets, Slides, Drawing, Classroom, and others.

Student Email

The student Google account provides a secure and supervised email account. This email account is used to verify student identity and grant access to the G Suite tools and other instructional tools. Functionality of the email account will vary by grade. Younger students will not have use of the email functions. Communication with younger students will be through a Learning Management System (LMS) such as Google Classroom and Seesaw.

Google Classroom

Google Classroom is a Learning Management System (LMS). All teachers of students in Grades Three through Twelve will manage a Google Classroom for their students. Students will join classes and their parents/guardians will receive an invitation to receive summaries of class activity. Instructions on how to access your child's account will be communicated to you in the beginning of the school year. Each student will also be trained when they return in the fall on the procedures of accessing and using Google Classroom and other G Suite tools.

Seesaw

Seesaw is a Learning Management System (LMS). Teachers in Grades PS-2 will use this platform to post assignments and activities. Teachers in other grades may use the Seesaw system in addition to Google Classroom for the interactive and engaging activities available. Instructions on how to access your child's account will be communicated to you in the beginning of the school year. Each student will also be trained when they return in the fall on the procedures of accessing and using Seesaw.

FACTS/Renweb

FACTS/Renweb is All Saints' Student Information System (SIS). This student database provides scheduling, attendance, grading, progress reports, report cards, and communication tools.

Other Technology Tools

Teachers may use other apps and websites to support learning and instruction. These tools may include but are not limited to the following:

BrainPoP

IXL Math

Lonestar Learning

EdPuzzle

Kahoot

Quizlet

Flipgrid

Khan Academy

Zoom

All Saints Online Student Kits

Each teacher will create an All Saints@Home Student Kit for each student that will be used during distance learning. The contents of the kit will vary by grade level and student need. The purpose of the kit is to provide as many items as possible to aid in student learning during such a period of time. The kits are also made to minimize the additional work that parents face when having to supervise learning at home and partnering with the school.