



ELHS Safe Start Guidelines

1. General Guidelines

- Students and staff will be required to wear face coverings. Face shields may be worn as long as the face shield includes a cloth extension that covers the sides and bottom.
- Social distancing of 6 feet will be maintained as much as possible in classrooms, throughout the day and closely monitored at lunch and chapel.
- Students and staff will be expected to wash hands when arriving at school, before eating, after using the restroom, after blowing nose and before going home. If soap and water are not available, hand sanitizer should be used.
- Hand sanitizer is available at the doorway of each classroom. Students, if able, should sanitize on their way in and out of the classroom.
- We have added extended passing periods after chapel and between 5th and 6th hours to allow students to walk outside between classes. Students may remove their masks outside as long as there is a minimum of six feet of distance between them and any other person.
- Students will only be allowed to use their lockers before school, during lunch, and after school.
- Chapel will be held in classrooms through a video presentation Monday-Thursday. In-person chapel will be held on Fridays in the gymnasium where the 6 feet of distance requirements can be maintained.
- End of day dismissal will be staggered to allow for less congestion in hallways, locker rooms, and at student lockers.
- The School Board has added a two hour late start on Wednesdays during January and February to allow for extra rest for our students. Second semester is when athletics and other activities are scheduled to resume, and students will be busier with extra-curricular activities.

2. Busing

- Bus routes and transportation will continue with the following adjustments
 - There will only be one bus route to Holy Trinity. The timing of that route will be dependent on the current co-curricular activities.
 - Students and bus drivers will wear masks.
 - All bus riders will be prescreened before boarding the bus. The online prescreening form is available on the COVID-19 page on our website as well as Microsoft TEAMS. We prefer that the prescreening form be filled out online prior to arriving at the bus stop. Either print out the result or screen shot it on your phone to show the bus driver prior to boarding the bus. Paper prescreening forms will be available if necessary and will be filled out by the bus driver. All riders will have their temperature taken by the bus driver prior to boarding the bus.
 - Riders will be spaced apart at maximum distance available.
 - Riders will load from the back forward and sit in the seats as designated by the bus driver.
 - Buses will be sanitized after each run.
 - Riders will be asked to use sanitizer, if able, when boarding the bus.

3. School Arrival

- A symptom check list can be completed online prior to leaving home. The online prescreening form is available on the COVID-19 page on our website as well as in Microsoft Teams. We prefer that the prescreening form be filled out online prior to arriving at ELHS. It is highly recommended that the symptom check is done on a phone or the results printed out so that the results can be quickly shown to the door monitor. If the electronic symptom check is not done prior to arriving at school, a paper screening form will be completed by the door monitor.
- Each student's temperature will be taken with a no touch thermometer before entering the school.
- Bus riders will enter at the school building through the gym doors.
- Students driving themselves or being dropped off at school will be screened and enter through commons doors.
- Students must wash hands or use hand sanitizer upon arrival at school.

4. Lunch

- Lunch will be split into two sections and take place in the commons.
- Seating will be designated and spaced out to the 6-foot specification.
- Tables will be cleaned and sanitized after each section.
- Students will be able to eat outside whenever possible.
- 6 feet social distancing requirement will be strictly adhered to.
- Masks do not need to be worn while student is eating.

5. Modified Attendance

If a student chooses to stay home, has symptoms, or is under quarantine, ELHS has the following expectations:

- Classes will be recorded live. Students are expected to attend virtually and actively participate from home at the normal class times using TEAMS. Students will be required to turn on their camera with a live feed.
- Attendance will be taken.
- Assignments will be turned in online as assigned. Due dates will not be different than if the student was physically in class in the building.

6. Absences

If a student is ill or missing school for a different parent-excused reason:

- If a student does not attend the live classroom session, he or she is considered absent and the absence will need to be excused by a parent.
- A student who is absent will be able to find the recorded class and his or her assignments online.
- Students may email or request a video chat from their teachers if they have questions about the class or the assignment.
- Assignments are expected to be turned in online as timely as possible.
- A student who is not attending live class sessions from home and the office has not been notified will receive an unexcused absence.
- If your child will be absent, it is important to contact the office and inform the school of the reason for his or her absence and/or any possible COVID-19 exposure. Students who arrive in the middle of the school day without advance notice from a parent may not be allowed into the building until a parent can be reached.
- Confirmed cases of COVID-19 should be reported to the office as soon as possible.

7. Teacher Absence

- Teachers will teach classes virtually from home if they are well enough.
- Each class will have a monitor when class is taught remotely.
- A substitute teacher will be available in the event that a teacher is not able to teach from home.

8. When to Stay Home

- If a student currently has or has had any of the following symptoms in the last 24 hours. (72 hours if on a Monday or first day after a break)
 - A cough
 - A fever of 100.4 or higher or a sense of having a fever
 - A sore throat
 - Chills
 - New loss of taste or smell
 - Muscle or body aches
 - Headache
 - Shortness of breath or difficulty breathing
 - Nausea/Vomiting/Diarrhea
 - Congestion/Runny nose (not related to seasonal allergies)
 - Unusual fatigue
- If a student has been in close contact with anyone with a confirmed case of COVID-19.
- If a student has taken any medication to reduce a fever in the last 24 hours (72 hours)
- If you have had a positive COVID-19 test for active virus within the last 10 days.
- If a public health official or medical professional has told you to self-monitor, self-isolate, or self-quarantine, in the last 14 days, due to concerns about COVID-19 infection.
- Please monitor your children for any signs of illness. Keep your child home if they are ill.

9. If Someone Develops Symptoms at School

- If a student develops symptoms while at school, they will be immediately separated from the student body and moved to a COVID designated room. There will be a bathroom that is also designated only for the isolated student(s).
- Parents will be notified.
- A staff member will supervise isolated students from a safe and appropriate distance. This staff member will wear medical grade personal protective equipment.
- All areas where the symptomatic person has been will be closed off and well ventilated until they can be thoroughly cleaned and disinfected.

10. Returning to School

ELHS will follow all Department of Health recommendations following a COVID-19 exposure or possible exposure. Faculty, staff, and students may return to school when the following conditions are met.

- For persons who are not ill **and** have been in close contact with someone with confirmed COVID-19.
 - Stay home for 14 days after the last day they were in contact with the sick person.
 - Monitor for symptoms
 - If symptoms develop during this quarantine period, seek testing for COVID-19.
 - The DOH recommends testing at day 10 even if no symptoms are present. A negative test after exposure does **not** shorten the 14-day quarantine period.
- For ill persons without known exposure to someone with COVID-19. (Be sure to follow the DOH guidance for what to do if you have symptoms for COVID-19 and have not been around anyone who has been diagnosed with COVID-19. A link can be found on the COVID-19 page on our website.)
 - If a Polymerase Chain Reaction (PCR) testing for COVID-19 is not performed, stay home for at least 10 days after symptom onset, and at least 24 hours after fever has resolved and symptoms have improved.
 - If PCR testing is for COVID-19 negative, stay home until 24 hours after the fever resolves and the symptoms improve.
- Persons who are ill **and** have had known exposure to COVID-19
 - Are encouraged to be tested for COVID-19. Please contact your health care provider to discuss testing.
 - Stay home from school until at least 10 days after symptom onset, and at least 24 hours after the fever has resolved and symptoms have improved.
 - Please inform the school right away of a positive COVID-19 test result.
- Persons who have tested positive for COVID-19
 - Stay home for at least 10 days after symptom onset **and** until 24 hours have passed since recovery. A person is considered recovered when they have no fever without the use of medications and improvement in respiratory signs like cough and shortness of breath.

11. Communication

- ELHS will communicate reminders and updates via the website's COVID-19 page and the weekly email.
- Parents will be informed of any COVID-19 exposure (while maintaining student and family privacy) by email and a phone call.

12. Cleaning/Disinfecting Schedules

- Classroom tables and chairs will be cleaned and disinfected between each class.
- Lunch tables and chairs will be disinfected after each lunch session.
- Bathrooms will be cleaned and disinfected twice a day.
- Frequently touched surfaces will be cleaned and disinfected every 2 hours.

13. Visitors

- Entry to the building will be limited and closely monitored.
- Parents, who feel they need to enter the building, should call the office in advance. ELHS Office staff will meet visitors outside whenever possible.
- Any person who enters the building will go through a full health screening and temperature check.

14. Possible School Closures

- **Short-Term closures**
 - ELHS may need to close school for a 14-day period if we experience multiple confirmed COVID-19 cases or if we have insufficient teaching or support staff. ELHS will be working with the health department on these decisions. Students will use the established online teaching schedule during this time.
 - ELHS administration or board may choose to voluntarily return to the online schedule if they deem it necessary or beneficial.
- **Long-Term closure**
 - In the event the governor or the Department of Health decides to close schools, ELHS is prepared to roll into a completely online format.
 - Attendance will still be taken.
 - There will be live class sessions.
 - A uniform platform will be used for receiving and turning in assignments.