



2020-2021

COVID-19 RESPONSE PLAN

EPISCOPAL SCHOOL OF KNOXVILLE

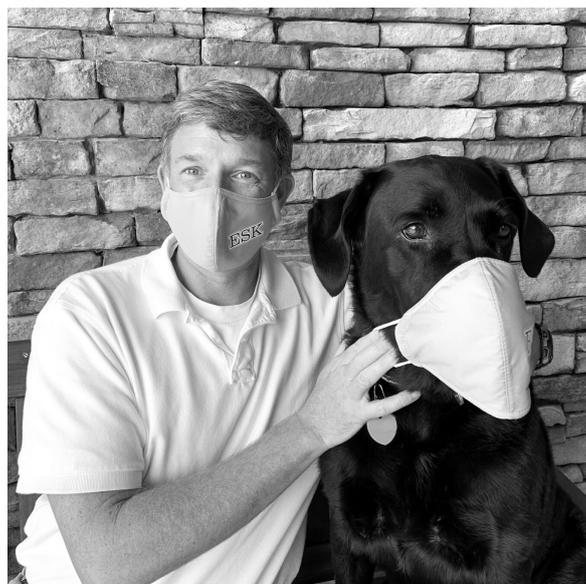
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INTRODUCTION

Dear ESK Families,

I am pleased to report that our plans for the 2020-2021 school year at The Episcopal School of Knoxville are shaping up to reflect a great deal of innovation, flexibility and care, as we strive to provide an awesome educational program while keeping the safety of our children and employees at the forefront. I want to thank our COVID-19 taskforce committees for their dedicated efforts to uncovering the best direction for our school under multiple models of possibility for our near future.



As before, our plan development remains in parallel with the CDC guidelines for schools, Knox County Health Department's recommendations for a strong partnership, and the state health department's "Tennessee Pledge". In addition, we have drawn from other helpful resources including, "Nashville's Plan: Framework for a Safe, Efficient, and Equitable Return to School", the National Council on School Facilities and Cooperative Strategies, as well as local experts in the field of health science and services.

We have covered quite a bit of ground running multiple scenarios, and I am confident this plan will help guide us through the uncharted waters of the current pandemic.

While we can research and report upon the best strategies out there, our plan will not be effective unless we have a supportive partnership between our families, students and school personnel. Again, the safety of all members of our school community is of the utmost importance. I remain grateful for your support and compliance as together we implement a healthy solution for a bright future.

Thank you for remaining a well-informed and prepared member of our school family. Together we will get through this year of uncertainty and together we will help our kids meet their educational success.

Best regards,
Dr. Jack Talmadge
Head of School

PHASED RESPONSE LEVELS



Our COVID-19 task force committees have developed four models (Phases) for program instruction we may experience at various times throughout the remainder of this pandemic.

These phases may not necessarily be in sync with the timing of Knox County's phased plan, as we will be factoring in our school-specific numbers and situation when making an opening/closing decision.

Determination of Phases

We will closely monitor community and statewide case numbers in comparison to the viral activity encountered at ESK. Our determination to move from one Phase to the next will be highly dependent upon the local activity we experience on campus, as well as any directives received from the local and state health departments.

A strong partnership with our families will be very important, and we thank you for your vigilance in taking all necessary precautions to help us keep our COVID numbers to a minimum. In general, the level of spread can be defined as following:

- **Substantial Viral Spread**- infected cases are spreading the virus to more than one individual
- **Moderate Viral Spread**- infected cases are spreading the virus to only one other individual
- **Minimal Viral Spread**- infected cases are present but not spreading to other individuals
- **Zero to Minimal Viral Spread**- there are no cases present for at least 28 consecutive days

Restricted Access to Campus

In our efforts to limit the chance of COVID-19 transmission, we will be restricting visitor access to the buildings. Parents and guests not deemed as an essential volunteer will not be permitted to enter the facilities during Phase 1, Phase 2 or Phase 3, unless deemed necessary by the administration.

If your child needs to be picked up during the school day or dropped off after the regular car line window, please contact the appropriate office by phone. A member of the staff will greet you at the door to make the exchange.

PHASE 1

SUBSTANTIAL VIRAL SPREAD

Similar to last spring, we may all be ordered to stay at home if a substantial spike in viral spread affects our community. The online platform will be our primary means for delivering instruction, and if our specific situation at school meets the Health Department's approval, the JK3-K may continue on-campus instruction with the option to join us from home on the virtual platform if preferred.

- Only Essential Employees will be allowed inside campus facilities
- JK3, JK4 and K students may remain on campus only under the Health Department's approval (families may opt to receive virtual instruction if they do not wish to return to campus)
- 1st – 8th Grades will receive daily instruction on the virtual platform
 - Faculty will deliver virtual instruction at home
- No dining services will be offered
- Before & After Care services will be suspended
- Strict Health Protection Guidelines (i.e., temperature checks, health screening, social distancing, handwashing, frequent facility cleaning) will be exercised
- A tuition remission to cover unused meals, pre-paid before and after care services and activity fees will be offered for days spent during Phase 1

PHASE 2

MODERATE VIRAL SPREAD

If conditions are deemed moderate either campus-wide or in isolated pockets, we will move into Phase 2. This phase limits the number of students on campus at one time. If the viral spread is campus wide, we will turn to an alternating schedule where class groups will take turns spending some days on campus and other days online. The alternating schedule will be set up to accommodate family groups, and all instruction will entail the hybrid model where classroom lessons will be synchronous with the online platform. If the moderate viral spread is isolated to a particular class/area and not across the campus, we will move that particular group to the online platform while the unaffected groups can remain on campus for instruction.

- All Faculty & Staff may return to campus
- Restricted facility access to parents and visitors
- Designated grades/areas will move to a schedule that limits the number of students on campus at one time
 - Campus-wide- alternating groups M-T or W-Th, Friday all online
 - Isolated- that group goes virtual M-F for a designated period of time while other grades remain on campus
- Restricted dining services will be offered, and on-campus students will eat in their classrooms or designated outside area
- Strict Health Protection Guidelines (i.e., temperature checks, health screening, social distancing, handwashing, frequent facility cleaning) will be exercised

PHASE 3

MINIMAL VIRAL SPREAD

Phase 3 will offer a versatile educational plan that includes both an on-campus and a digital hybrid option depending on a family's particular need at any given time of the school year. Campus instruction will be open to all students but will operate under protective guidelines and limited campus activities to help keep the viral spread at a minimal level. The digital hybrid option will also be available for those wishing to remain at home.

- All Faculty & Staff may return to campus
- Restricted facility access to parents and visitors
- JK3 – 8th Grade students may remain on campus for instruction
- Families may opt to remain on the virtual platform in two-week increments for hybrid instruction in 1st – 8th Grades
- Campus activities (i.e., chapel, recess, P.E.) will be restructured to minimize student interactions
- Designated pathways/schedules for student transitions will be followed to minimize student interaction
- Restricted dining services will be offered, and students will eat in their classrooms or designated outside area
- Before & After Care services will be offered
- After school athletics and activities will commence as allowed by the Health Department and Knoxville Independent School League
- No off-campus travel for field trips or service learning
- Strict Health Protection Guidelines (i.e., temperature checks, health screening, social distancing, handwashing, frequent facility cleaning) will be exercised

PHASE 4

ZERO TO MINIMAL VIRAL SPREAD

We are almost in the clear at Phase 4 to return to normal campus operations. We will be able to ease up on some of the restrictions for programs and activities but will remain vigilant in our efforts to prevent any potential spread of the COVID-19 virus.

- All Faculty & Staff may return to campus
- JK3 – 8th Grade students will remain on campus for instruction
- Campus activity and dining may return to normal operations
- Before & After Care services will be offered
- After school athletics and activities will commence as allowed by the Health Department and Knoxville Independent School League
- Off-campus travel for field trips and service learning may commence (Overnight and long-distance travel will be assessed pending destination conditions)
- Health Protection Guidelines (i.e., health screening, social distancing, handwashing, frequent facility cleaning) will be exercised

HEALTH PROTECTION GUIDELINES



Temperature Checks

All students and school employees will have their temperature checked upon entering the school. Check stations will be set up in car line, Google Hall and Brewington Lower School. A second round of temperature checks will also be conducted at midday to help screen any potential flairs that may occur during the school day. Students attending Aftercare will have a 3rd check as a late afternoon wave of precaution. Anyone measuring a temperature in excess of 100° F will be moved to an isolated area and sent home. Students must be fever-free without medication for 72 hours before returning to school.

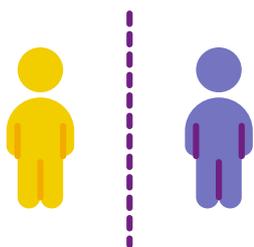


Health Screening

All students, faculty and visitors to the campus facilities must pass a daily screener questionnaire before entering the building. The questionnaire will be posted on the main entrance doors and simply asks:

1. Have you been told to quarantine/isolate by a health care provider or the health department?
2. Have you had face-to-face contact for 10 or more minutes with someone who has COVID-19?
3. Are you feeling ill and/or experiencing any of the following?
 - Fever of 100° F or higher
 - Sore Throat
 - Uncontrolled Cough Causing Difficulty in Breathing
 - Loss of Sense of Taste/Smell
 - Vomiting or Diarrhea within the past 24 hours

If the answer is “**YES**” to any of the following, that individual may not enter the school building.



Social Distancing

Under the recommendation of the CDC, social distancing measures will be exercised as best as possible while on campus. In situations where a 6-foot distance cannot be maintained effectively, students, essential volunteers and employees will be asked to wear an approved face covering. Face coverings may also be required between inside class transitions.



Masking

All students and employees will be required to have 2 masks while on campus. When a 6-foot distance cannot be maintained, masks will be required. Older students (Third-Eighth) will be masked throughout the day when inside the building. Students will be given mask breaks when appropriate.



Handwashing

Frequent and thorough handwashing throughout the day is a known preventative measure to fight the spread of COVID-19. Students and employees will wash/sanitize their hands upon entering and leaving the buildings and between each class change or every 2 hours if in a self-contained setting.



Area Cleaning

Frequent cleaning will also be conducted multiple times a day. Employees will routinely disinfect commonly used surfaces throughout the day, and the contracted cleaning crew will be onsite during the day and will conduct a nightly deep clean.

ILLNESS PROTOCOL

- Students are not allowed to come to or remain at school with a fever (100° F or higher), and/or exhibiting any combination of these symptoms: sore throat, uncontrollable cough causing difficulty in breathing, loss of taste/smell, vomiting, diarrhea, or unidentified rashes. They will need to be symptom free (without medications) for at least **72 hours** before returning to school.
- Parents should monitor their child daily for symptoms of COVID-19. If positive signs are evident, students must remain at home and parents should consider testing if no other explanation is available.
- Anyone testing positive for COVID-19 must isolate themselves at home for 10 days from the onset of their symptoms or 10 days from the date their test was conducted if they never developed symptoms. Fever must be gone, and they must be feeling better for at least 72 hours before returning to school.
- Individuals who develop symptoms of COVID-19 while at school will be kept in a designated area of quarantine with a surgical mask in place until they can be moved from school.
- Contacts are defined as any individual who spends more than 15 collective minutes during a 24-hour period in close proximity (less than 6 feet) with anyone diagnosed with COVID-19. Contacts are required to quarantine which begins the last day the individual was in contact with the COVID-19 Case (Day 0)
- “Days” are defined as calendar days, not school days.

CONTACTS

Contacts are defined as any individual who spends more than 15 collective minutes during a 24-hour period in close proximity (less than 6 feet) with anyone diagnosed with COVID-19.

- Contacts are required to quarantine which begins the last day the individual was in contact with the COVID-19 Case (Day 0).
- As noted earlier, the health department no longer factors in whether the individuals involved were masked or unmasked, as there is no guarantee that the masks were effectively designed and being worn correctly at the time of exposure. Masking remains an effective defense against viral spread and has kept our case numbers at ESK at a very low level.

The health department differentiates contacts as either **Non-Household** or **Household** and has established a different set of response protocols for each.

Non-Household Contacts- these are individuals that have contact exposure to someone with COVID-19 not living in their home (i.e., a non-sibling student at school). Non-Household contacts are required to quarantine and may return to school:

- **After Day 10** if the contact does not have any symptoms (originally 14 days).
- **After Day 7** if the contact does not have any symptoms and receives a negative test result by a PCR or antigen test collected on or after Day 5 of the exposure date.
- **Symptoms-** new cough, difficulty breathing, loss of taste or smell, fever, chills, congestion/runny nose, nausea/vomiting, diarrhea, sore throat, headache, myalgia or fatigue.

Household Contacts- these are individuals who share any living space with an active COVID-19 case (i.e., a parent). Household Contacts must be quarantined after exposure to a case, regardless of whether the case is symptomatic. Quarantine begins at the onset of exposure and continues for a 7 to 14-day period beyond their last exposure to the household case member. They may return to school:

- **After Day 10** from the last exposure to the individual if the contact does not have symptoms.
- **After Day 7** from the last exposure to the case individual if the contact does not have symptoms and receives a negative test result by a PCR or antigen test collected on or after Day 5 of the exposure date.
- **Symptoms-** new cough, difficulty breathing, loss of taste or smell, fever, chills, congestion/runny nose, nausea/vomiting, diarrhea, sore throat, headache, myalgia or fatigue.

Illness Protocol- in regard to symptoms and fevers associated with COVID-19, it has been determined that individuals may return to school if they have completed their required quarantine and their symptoms are improving (no longer symptom free, as taste/smell may not return for weeks after the infection). Individuals must be fever-free without medication for at least 24 hours (no longer 72 hours).



COVID-19 POSITIVE DIAGNOSIS

In the event a student, employee or visitor to the campus tests positive for COVID-19, the school must follow these important guidelines for the safety of others:

- Anyone testing positive for COVID-19 must isolate themselves at home for 10 days from the onset of their symptoms or 10 days from the date their test was conducted if they never developed symptoms.
- Inform the school of the positive diagnosis.
- Details of any close contacts (those who spent more than 10 minutes in close proximity to the diagnosed individual) need to be collected so that those exposed can be informed and can begin close symptom monitoring.
- The school will conduct immediate deep cleaning of the areas where contact may have occurred.
- The school is obligated to report the diagnosis to Knox County Health Department to determine the need to close the facilities for extended cleaning (2 to 5 days).
- All parents/guardians will also be notified of the positive diagnosis while maintaining confidentiality of the infected person.
- Individuals diagnosed with COVID must remain at home for the 10-day period and be fever free without medication for at least 72 hours before returning to school.



SUSPECTED COVID-19 CASE WHILE AT ESK

In the event a student, employee or visitor to the campus develops symptoms of COVID-19 while at school, ESK will follow these important guidelines for the safety of others:

- The individual will be kept in a designated area of quarantine with a surgical mask in place until they can be moved from school.
- Anyone testing positive for COVID-19 must isolate themselves at home for 10 days from the onset of their symptoms or 10 days from the date their test was conducted if they never developed symptoms.
- Details of any close contacts (those who spent more than 10 minutes in close proximity to the diagnosed individual) will be collected so that those exposed can be informed and can begin close symptom monitoring.
- The school will conduct immediate deep cleaning of the areas where contact may have occurred.
- If multiple symptoms or reasons for testing exist, it is strongly recommended the individual seeks medical testing for COVID-19.
- If a positive diagnosis is received, please notify ESK as soon as possible so that identified contacts can be informed.
- The school will work with Knox County Health Department to determine the need to close the facilities for extended cleaning (2 to 5 days).
- All parents/guardians will also be notified of the positive diagnosis while maintaining confidentiality of the infected person.
- Individuals diagnosed with COVID must remain at home for the 10-day period and be fever free without medication for at least 72 hours before returning to school.

DROP-OFF AND PICK-UP PROCEDURES



Morning Drop-Off

Cars transporting Lower School students or mixed Lower and Middle School students will use the main car line circle. Cars transporting Middle School students only may opt use the Middle School circle to the left of the main drive. The following new guidelines will be in place:

- All families with children in grades K-8 must use the carlines.
- Upon exiting the vehicles, students wear masks and will have their temperature check and health screening questions. Please keep a copy of the screening questions in your car and have your answers ready to deliver upon exiting the vehicle. Do not depart until the temperature “all clear” has been given.
- JK3 & JK4 parents need to park in the side lot and walk their child to JK health screening station by “Lucy’s Walk”.
- Only the main doors to the Lower School and Googe Hall will be available for student and employee entrance.
- Visitors to the campus will not be permitted to enter the buildings during Phase 1, Phase 2 and Phase 3.



Afternoon Pick-Up

All students will be picked up in the main car line circle at their designated times of the day. Students will be spaced apart to maintain appropriate social distancing measures. Carpool Café will operate as normal and lower school students will be brought the car line when their transportation arrives.



Late Arrivals & Early Pick-ups

If students arrive late or need to be dismissed early from school, please contact the appropriate office to let us know of your arrival. A member of the staff will greet you at the door to admit or dismiss your child.

STUDENT TRANSITIONS

The school day schedule has been slightly tweaked to limit the number of student/class transitions at one time.

Lower School

Upon arrival to school, students are to enter the Lower School building through the main doors only.

The specials schedule has been staggered to allow a class to exit and the room to be treated before the next class arrives. Third and Fourth grade students will be asked to wear a face covering while traveling outside the classroom. Students will wash hands before each transition.

Middle School

Additional time will be allotted for class transitions. Students in Grades 5 & 7 will be released first to transition to their next class. Upon entry, they will wash/sanitize their hands. Students in Grades 6 & 8 will be held in class to wash/sanitize their hands before transitioning to their next class. Students will be asked to wear a face covering while traveling outside the classroom. Fifth and Seventh grades will visit lockers after odd class periods. Sixth and Eighth grades will visit lockers after even class periods.

CAMPUS ACTIVITIES

Many campus activities will need to be modified to promote safe distancing. These restrictions may change as the school transitions through different phases.



Chapel

We will still hold chapel each and every day. When large gatherings are not permitted, the service will be live streamed into each classroom.



Recess

We will still hold a recess session for all grades. A rotating schedule of play and recreation spaces on campus has been created to limit the number of students in one particular area at the same time. Students are required to maintain social distancing guidelines during recess times.



Athletics and Team Sports

Athletic practices and gameplay may vary depending upon the activity. We will follow the guidelines from the CDC and the Knoxville Independent Sports League for student engagement in athletic activity.



Field Trips and Service Days

All off-campus field trips and service trips will be placed on hold until our community has been cleared for safe access. Service projects and initiatives will still commence but will be limited to on-campus activities only.

DINING SERVICES

Flik Independent School Dining will provide us with lunches on days campus instruction is permitted. The following new guidelines have been implemented to reduce potential group exposure:

- Students and teachers will eat in small groups either in the classrooms or designated outdoor space.
- Meals will be individually boxed and delivered to the rooms.
- Families will pre-order lunches a week at a time using the **Nutrislice** app (available on all smartphones).
- Students will have several options to select, and all dietary/allergen restrictions can still be supported.
- Orders will need to be placed the week prior to serving, and no substitutions can be made once the order has been submitted.
- Dining services are built into the tuition rate and the meal costs are assessed by Flik based on our headcount. Only in an event of complete campus shutdown will we be able to provide a rebate for the meals not served during that time.

ONLINE/HYBRID INSTRUCTION

At any time of the school year, a family may elect to participate in the ESK program using the online platform. Instruction will include both synchronous (live) and asynchronous (prerecorded activities/assignments) sessions, and students will be expected to attend and participate in all platform sessions and activities.

Unlike last spring, the online platform may entail a hybrid approach where students at home will be joining live instruction from the classroom.

Guidelines for Online/Hybrid Instruction

- Students opting for online instruction must commit to a minimum term of two school weeks before returning to campus instruction. A formal request must be submitted to the division directors so that online platform preparations can be made.
- Students in grades 3-8 will be issued a Chromebook to be used for both campus and at-home purposes. Younger students may use any home device available for internet connection if online instruction is exercised.
- The online platform will utilize Google Classroom, Google Meet and Seesaw as the primary programs for digital learning.
- Once the online term has been established, a schedule specific to the student's grade level will be issued outlining the specific times for synchronous and asynchronous activities.
- ESK's attendance policy outlined in the Student Handbook will apply to online participation. Students are expected to be actively present and on time for live instruction sessions, and absences will be recorded on the child's transcript.
- Online students will be assessed virtually, and trimester grades will be issued as developmental skill sets in JK3-4th and as grade averages in 5th-8th.
- Online students will be expected to follow all rules of conduct outlined in the Student Handbook and all classroom expectations as defined by the teacher. Disruptive behaviors, inappropriate dress, eating during non-designated times, etc., will not be permitted and may result in disciplinary action.
- There will not be an adjustment in tuition for the online option. Please understand that 85% of tuition revenue goes to directly to faculty and staff salaries, and the remainder pays the mortgage and operating expenses. Both areas will be working at full capacity regardless of the instructional platform selected.

ESK WELLNESS PLEDGE

The success of our plan to return to campus and to keep everyone safe is highly dependent upon the supportive partnership between our families, students and school personnel. With that said, I am asking all students, parents/guardians, employees, and trustees of our school family to uphold and commit to the ESK Wellness Pledge.

On behalf of all of us at ESK, I remain grateful for your compliance to our guidelines and use of best judgment, as together we implement a healthy solution for a bright future.

ESK Wellness Pledge

As we navigate the COVID-19 Pandemic, I pledge to do my part in creating a safe and healthy environment for all members of the ESK family by:

Practicing All Safety Guidelines

- Frequent Handwashing
- Maintaining Social Distancing
- Wearing a Face Covering Within 6 Feet of Others

Staying Home When Necessary

- Fever of 100° F or Higher
- One or More COVID-19 Symptoms
- Tested Positive for COVID-19
- Identified as a Contact of COVID-19

Upholding Integrity

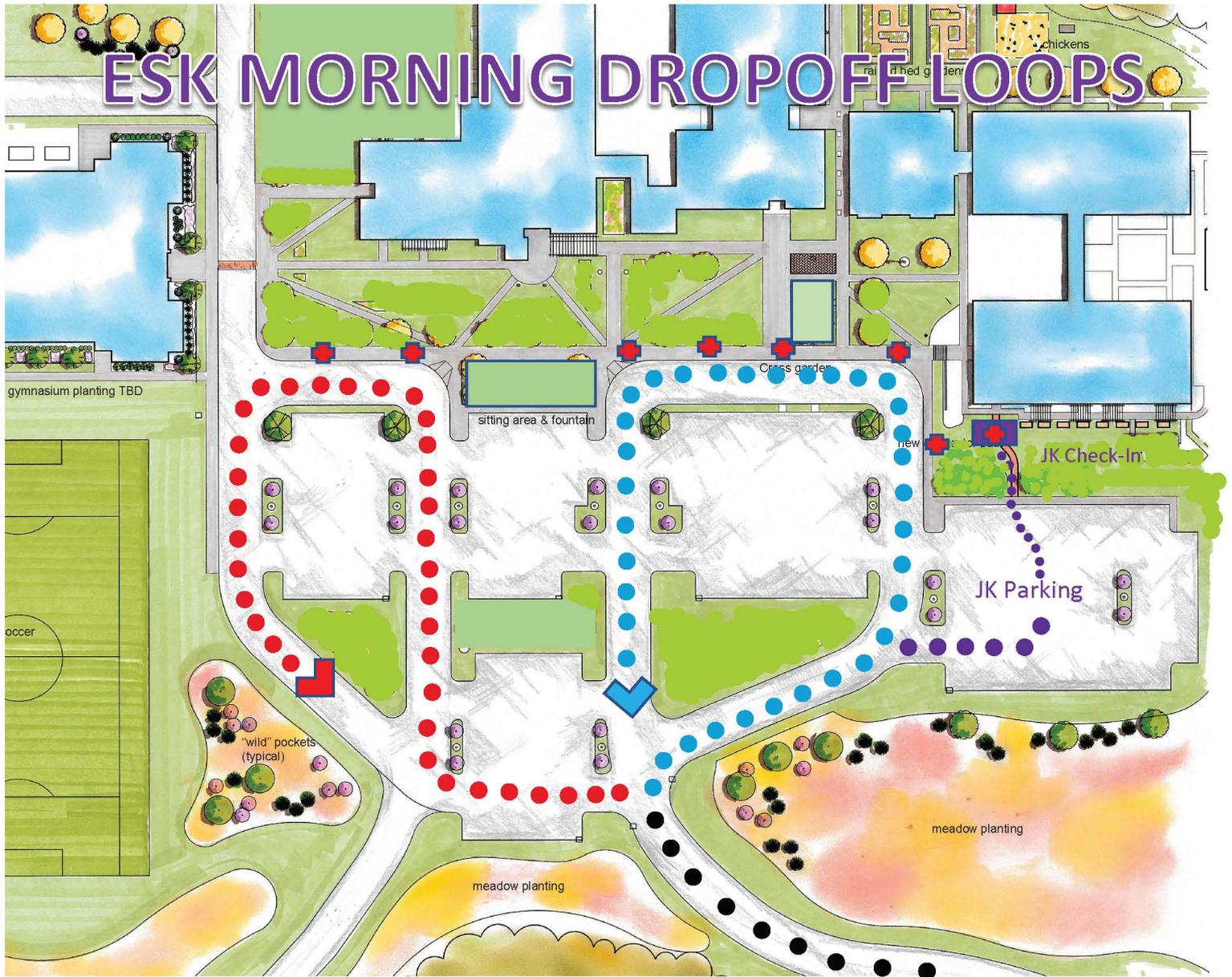
- Answer Health Screening Questions Truthfully
- Will Not Hide Fever or Symptoms Using Medications
- Will Not Return to School Before Any Required Order to Stay Home

Student

Parent/Guardian

Parent/Guardian

ESK MORNING DROPOFF LOOPS



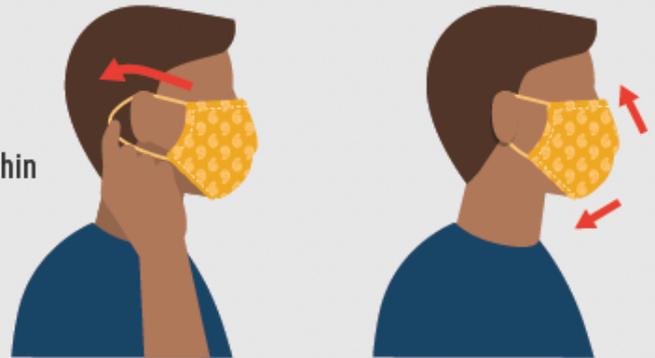
- ● ● MS Only Loop
- ● ● LS and LS/MS Loop
- ● ● JK Park & Walk to Check-In
- ⊕ Health Screening Station

How to Safely Wear and Take Off a Cloth Face Covering

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

WEAR YOUR FACE COVERING CORRECTLY

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2



USE THE FACE COVERING TO HELP PROTECT OTHERS

- Wear cloth face coverings in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR CLOTH FACE COVERING CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine
- Wash your hands with soap and water

Cloth face coverings are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a cloth face covering, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

