

GREENWOOD SCHOOL STANDARD OPERATING PROCEDURES:
TEMPORARY INSTRUCTION FOR COVID-19 PREVENTION AND RESPONSE

UPDATED 3/18/2020

Greenwood School is currently operating with online instruction only (see paragraph VII on pages 4-5 of this instruction) through April 14, 2020.

I. Purpose

- A. Remind of prevention procedures at Greenwood School for limiting the spread of viral illnesses.
- B. Establish criteria and processes for response to pandemic spread of viral illnesses.
- C. Emphasize calm, measured, intentional actions for crisis management.

II. Duties and Responsibilities

- A. Head of School is responsible for determining the need for any increase in measures for prevention and readiness, up to and including preemptive closure of School facilities to prevent spread of viral illnesses. Decisions will be made in consultation with Leadership Team, Staff, and Board of Trustees.
- B. Head of School will assign member(s) of the Leadership Team to coordinate messaging to staff, families, and public for any increase in measures.
- C. Head of School is responsible for determining return to less restrictive measures, and will do so in consultation with Leadership Team, Staff, and Board of Trustees.

III. References

- A. Centers for Disease Control and Prevention, COVID-19 guidance and status webpage; <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- B. National School Boards Association, Coronavirus information; <https://www.nsba.org/Resources/coronavirus>
- C. Florida State Department of Health; COVID-19 status; <http://www.floridahealth.gov/diseases-and-conditions/COVID-19/index.html>
- D. Duval County Public Schools Coronavirus Information; <https://dcps.duvalschools.org/coronavirus>
- E. Florida Department of Education Emergency Responses; <http://fldoe.org/em-response/>
- F. Florida Department of Health COVID-19 Call Center; **1-866-779-6121**, or by email **COVID-19@flhealth.gov**

IV. COVID-19 Background and Information

- A. Although this instruction may apply to any/all infectious diseases that may approach pandemic status, it is prompted in this instance by the current issue of the COVID-19 virus, commonly known as the Coronavirus.

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- B.** COVID-19 is a virus-borne illness and is transmitted similarly as the common flu virus.
- 1.** It is primarily transmitted via droplets from an uncovered cough or sneeze that land on objects or surfaces; if those are then touched by other individuals who subsequently touch their eyes, nose, or mouth, the virus may be transmitted.
 - 2.** Current evidence, according to reference (E), suggests that there has been no documented transmission of Coronavirus to persons from surfaces contaminated with the virus—that the virus may remain viable on surfaces for only a matter of hours—nevertheless, use caution and disinfect frequently touched surfaces and objects often.
- C.** Elderly individuals and individuals with a compromised immune system are at greater risk of contracting COVID-19. Current positive tests in children are relatively uncommon (about 3% of diagnosed individuals, and 98% of those children demonstrated only minor symptoms), according to reference (A).
- D.** Within 2 – 14 days of exposure, individuals who are infected will most commonly experience fever, persistent cough, and/or shortness of breath. Because these symptoms are similar to those of a severe cold or of influenza, individuals with these symptoms are encouraged to seek medical advice and possible testing for the COVID-19 virus. Recent reports have stated that on average, symptoms of COVID-19 develop in 5 days, according to reference (E).
- E.** According to Florida Department of Education memorandum dated March 11, 2020—which may be viewed at the site listed for reference (E)—**The Centers for Disease Control and Prevention has ruled Florida is at low risk.**
- V. Routine Prevention Measures**
- A.** In accordance with reference (A), schools do not need to take any special precautions beyond what is normally recommended to prevent the spread of viruses in schools; however, Greenwood School remains vigilant and will exercise pre-emptive caution if developments indicate that it is the safest course of action.
- B.** To help students and staff reduce their risk for getting and spreading viral respiratory infections, including the flu, the common cold, and COVID-19, Greenwood School encourages the daily preventative measures below:
- 1.** Students and/or Staff should stay home when they are sick;
 - 2.** All individuals should frequently wash their hands with soap and water for at least 20 seconds, especially after going to the bathroom, before eating, and after they blow their nose;
 - 3.** If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol (available in all classrooms and offices);
 - 4.** Individuals should avoid touching their eyes, nose, and mouth with unwashed Hands;

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5. Cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available);
 6. If a tissue is not readily available, individuals needing to cough or sneeze should cough or sneeze into the crook of their elbow, then sanitize their arm with soap and water or hand sanitizer (if soap and water are not readily available); and,
 7. Get a flu shot each year during flu season.
- C. The CDC—see reference (A)—**does not** recommend that healthy people wear a facemask of any type in order to protect against respiratory diseases—including COVID-19. Facemasks should only be used by individuals who are showing symptoms of COVID-19, health workers, and people who are taking care of someone in close settings.
- D. In addition to personal measures, the Greenwood campus building is cleaned and disinfected on a nightly basis by our custodial crew, including frequently touched objects and surfaces.

VI. Heightened Prevention Measures

- A. Head of School will daily monitor COVID-19 status and county actions via references (C) and (D).
- B. All Staff, parents and guardians to inform Greenwood School by telephone if people in their household have traveled to areas that the CDC has deemed to be high-risk for widespread sustained transmission of the virus, in accordance with reference (A), which includes the recommendation of 14 days self-isolation and social distancing upon the individual's return to the United States and immediate contact with medical professionals and health officials.
- C. Head of School will determine the appropriate action regarding re-entry of those individuals who have traveled to high-risk areas or who are exhibiting flu-like symptoms into the school, to include medical testing requirements.
- D. Administrative staff will follow medical isolation procedures for an individual who becomes sick while on campus, to include notification of local health officials in accordance with reference (C), if necessary.
- E. Field Trips, including Grad Bash trip to Universal Studios, will be evaluated on a case-by-case basis and may be cancelled or postponed by the Head of School.
- F. Head of School will coordinate frequent communication to families, vendors, visitors, and other stakeholders as needed or as changes warrant. Communication may be through email, Parent Portals, website and/or Facebook announcement, and/or emergency messaging system (for families, staff, and students only).
- G. The CDC—see reference (A)—**does not** recommend that healthy people wear a facemask of any type in order to protect against respiratory diseases—including COVID-

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19. Facemasks should only be used by individuals who are showing symptoms of COVID-19, health workers, and people who are taking care of someone in close settings.

- H. FLDOE, in reference (E), recommends all out-of-state travel by plane be postponed. Greenwood School does not currently conduct out-of-state travel for School educational events or field trips.
- I. The CDC—reference (A)—recommends that individuals defer/postpone/cancel all cruise ship travel worldwide. If you are returning from a cruise and are symptomatic, FLDOE in reference (E) recommends that you self-isolate and contact your doctor and local health department. Do not come to the School.
- J. Everyone must remain calm and intentional in their actions.
 - 1. Daily reports of worst-case scenarios often generate stressful environments and over-reactions.
 - 2. Over-reactions can also lead to stigmatizing and/or bullying others. Specifically concerning COVID-19, individuals of Asian ethnicities, healthcare providers and those who live with healthcare providers, and/or individuals who regularly travel or have recently traveled have experienced stigma, fear, and unwarranted negative attention from others. Remember that Greenwood School operates on the principles of Kindness and Mutual Respect.

VII. School Closure Plan

- A. As with any emergency situation, if Duval County Public Schools close, then Greenwood School will close. Other criteria that may cause the Head of School to close Greenwood School include—but are not limited to:
 - 1. Confirmed positive test of a Greenwood School student or staff member who has been present at the School;
 - 2. Recommendation by county and/or state Health Department to close Schools;
 - 3. Absence of more than 20% of student and/or staff population due to illness (does not have to be COVID-19 specific); or,
 - 4. Any other circumstance(s) that the Head of School deems significant enough to close the School, after consult with Leadership Team and Board of Trustees.
- B. If Greenwood School is closed, families and students will be informed through the School's emergency messaging system (email, text message, voicemail message), using most current contact information in the School's database.
- C. If the School is closed, it will close for a minimum of one (1) week, and most likely for two (2) weeks. Status messages will be sent via the School's emergency messaging system at least once per week.

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- D.** If the School is closed, the health of our staff, students, and their families are of higher priority than the continuation of academic instruction. However, instruction will continue via online Parent Portals, as detailed below.
- 1.** Faculty will upload and release lesson plans, resources, and associated assignments and/or assessments one week at a time.
 - 2.** Students will take School-assigned Chromebooks home to complete their work.
 - a.** Proper, responsible, and appropriate use policy remains in effect, and the student is responsible for any electronic misuse of the Chromebook, in addition to any physical damage caused to the Chromebook and/or its case by physical misuse of the equipment.
 - b.** Students must sign on to their portals daily in order to register their electronic attendance (medical excusal policy will remain in effect).
 - 3.** Assignments and/or assessments will be due no later than the Monday of the following week.
 - 4.** Faculty are encouraged to upload as many interactive resources as possible.
 - 5.** Material will be reviewed upon return to School.
 - 6.** Faculty will continue to respond to student and parent/guardian emails in accordance with Greenwood School policy (i.e., within 24 hours).
 - 7.** Faculty will promptly update Dean of Students via email with any issues related to curriculum and/or grading.
- E.** Faculty and Staff will keep Associate Head of School promptly informed of:
- 1.** Any change(s) in status of their personal health;
 - 2.** Any change(s) or needed information or updates to their professional status.
- F.** Business Manager will coordinate with Head of School to arrange payments of invoices, payroll management, etc.
- G.** Parent(s)/Guardian(s) must NOT enroll their students in Florida Virtual School during periods of School closure! Such an action may jeopardize your student's enrollment status at Greenwood School and may also cause the forfeiture of McKay or Gardiner Scholarship program funds.
- H.** Any extracurricular events and/or travel will be cancelled during a time of School closure.

VIII. Re-Opening the School

- A.** Head of School will coordinate with the Leadership Team, Staff, and the Board of Trustees to re-open the School, with guidance from references (C), (D), and (E).

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- B.** Head of School will designate a member of the Leadership Team to communicate the intended re-opening date via the Schools' emergency messaging systems.
- C.** Head of School will coordinate with the Facilities Manager, Custodial personnel, and local health officials to supervise complete cleaning and disinfecting of the campus at least 24 hours prior to re-opening the School.
- D.** Leadership Team will meet within the first 48 hours after the School re-opens to determine status of facilities, curriculum, grades, extracurriculars, events, and any additional days to be added to the academic calendar, if needed.
- E.** Students will check their Chromebooks in with the Network Administrator upon return to School to verify status of the equipment.
- F.** Final after-action report, status update, and feedback on the response processes will be provided to all stakeholders by the Head of School within one week of the re-opening of the School.

Created 3/11/2020

Verified 3/12/2020

Released 3/13/2020 by Dr. Anthony D. Mortimer, Head of School