

**Hawthorn Leadership School for Girls**  
**Excerpt from Operational Guidelines and Procedures for Infectious Diseases**  
**(Updated August 2021)**

**2021-22 COVID-19/CORONAVIRUS**

**Coronavirus/COVID-19 Vaccination**

Vaccines against COVID-19 are strongly encouraged.

- COVID-19 vaccines are one of the most effective tools we have to protect the health of our communities against SARS CoV-2 infection.
- Hawthorn will promote vaccinations among teachers, staff, families, and eligible students by providing accurate information about COVID-19 vaccination, encouraging vaccine trust and confidence, and establishing supportive policies and practices that make getting vaccinated as easy and convenient as possible.
- Hawthorn will partner with the DOH to decrease barriers to getting vaccinated against COVID-19.

**Prevention**

Hawthorn will advocate these everyday preventive actions to help prevent the spread of respiratory diseases, including COVID-19:

- Avoid close contact with people who are sick.
- Wash hands with soap frequently.
- Avoid touching your eyes, nose, and mouth (because viruses can remain on frequently touched objects such as doorknobs and cell phones for quite some time. If you touch a contaminated surface and then touch your face, you can transfer the germs, which can lead to illness).
- Stay home if you are sick or have signs of any infectious illness and contact your healthcare provider for testing and care
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Or cough or sneeze into the inside of your elbow rather than your hands.
- Wear a mask/face covering.
- Clean and disinfect frequently touched objects and surfaces.
- Practice distancing from other people and avoid large groups.

**Staff Health Testing and Health Status**

Hawthorn will work with the DOH to ensure testing is available for all faculty and staff prior to returning to work.

Each day before school, Hawthorn faculty and staff (vaccinated and unvaccinated) will complete a brief medical questionnaire before arrival at the school building. Hawthorn and faculty/staff will work together to maintain documentation of this screening and cooperate to make it available as needed.

All individuals who are working with Hawthorn students, including tutors, volunteers and community partners will follow these procedures too.

## **Student Health Testing and Health Status**

Hawthorn will work with the DOH to ensure testing is available for students throughout the school year.

Each day before school, Hawthorn parents or guardians will complete a brief medical questionnaire for each student as a condition of attendance. Hawthorn and parents/guardians will work together to maintain documentation of this screening and cooperate to make it available as needed.

## **Visitors**

- All essential visitors (e.g. parents/guardians, health officials, business officials, and vendors that provide essential services for the school) will be required to complete a brief medical questionnaire before arrival at the school building.
- All non-essential visitors to the school building will be prohibited until St. Louis City guidance changes.
- Parents and guardians must remain in the school entry when checking students in/out during the school day. If others are waiting to check their student in/out, it is best if they are able to wait outside so there is a limited number of individuals in the lobby area.

## **Masks/Face Coverings**

In compliance with the American Academy of Pediatrics recommendations, the DOH currently requires face coverings for all staff, students and visitors, whether vaccinated and unvaccinated.

All faculty and staff and students must wear a face covering when in the school building, except face coverings:

- are not required when providing outdoor instruction and students and staff are able to maintain recommended physical distance between others
- may be removed during lunch so students, faculty and staff can eat their meals
- need not be worn by students with medical conditions that prohibit them from being able to wear face covering if they have a document from their medical provider

Hawthorn staff and students will be reminded of the proper way a mask/face covering should be worn.

Extra masks/face coverings will be available for students to replace face coverings as needed during the school day.

## **Hand washing**

All faculty, staff, and students will be encouraged to wash their hands with soap or use hand sanitizer frequently throughout the day. Hand sanitizer dispensers are installed in the building.

## **Gloves**

- The school nurse, and any other staff member who works with sick or suspected sick individuals, will wear gloves. A fresh pair of gloves should be worn when working with each new individual and hand sanitizer should be used before putting on gloves and then once again after removing gloves.

- Custodial staff will follow the procedures under “Standard Precautions for contact with bodily fluids” in the school’s Operational Guidelines and Procedures for Infectious Diseases.

### **Social distancing**

Hawthorn is implementing the following social distancing strategies:

- Minimize contact and social mixing during school hours by separating students into small cohorts and limiting movement throughout the building.
- Modify class sizes and classroom arrangements to comply with DOH guidance on social distancing, which is currently requires a minimum of 3ft between each student and staff member in the classroom regardless of an individual's vaccination status. The DOH also states that pursuant to CDC guidance at least 6 feet of distance is still recommended:
  - Between adults in the school building and between adults and students.
  - In common areas, such as school lobbies and auditoriums.
  - When masks can’t be worn, such as when eating.
  - During activities when increased exhalation occurs, such as singing, shouting, band practice, sports, or exercise. These activities should be moved outdoors or to large, well-ventilated spaces whenever possible.
  - In community settings outside of the classroom.
- Staggering lunch periods and using alternative locations for lunch.
- Hawthorn will establish protocols for loading and unloading buses to minimize person to person contact. When possible, Hawthorn will assign seats by cohort which will help with contact tracing. All students must wear a face covering while riding transportation provided by the school.

### **Field Trips and Outdoor Activities**

Prior to scheduling field trips, Hawthorn will obtain information on COVID-19 prevention measures from the venue that students will visit. When taking trips outside the school, it is safer for students and staff who are not fully vaccinated to visit outdoor venues (e.g. zoos). If taking trips to indoor locations, students and staff who are not fully vaccinated should stay within their cohort, wear a mask, and maintain physical distance of at least 6 feet from anyone outside of their group.

Activities that have the potential to produce respiratory droplets including singing, chanting, shouting, or playing a wind instrument should be done outdoors if possible. Students and staff, who are not fully vaccinated, should wear masks and maintain at least 6 feet physical distance during these activities.

### **School Assemblies and Indoor Gatherings**

Because school gatherings may increase the risk of staff and students spreading COVID-19, Hawthorn will consider the following factors when planning school assemblies and indoor gatherings:

- *Number of COVID-19 cases in the City of St. Louis* —High or increasing levels of COVID-19 cases in the event location or the locations the attendees are coming from increase the risk of infection and spread among attendees. Relevant data can often be found on the DOH’s website (<https://www.stlouis-mo.gov/government/departments/health/communicable-disease/covid->

19/data/index.cfm).

- *Setting of the event* — Indoor events, especially in places with poor ventilation, pose more risk than outdoor events.
- *Length of the event* — Events that last longer pose more risk than shorter events. Being within 6 feet of someone who has COVID-19 for a total of 15 minutes or more (over a 24-hour period) greatly increases the risk of becoming infected and requires quarantine for unvaccinated individuals.
- *Number and crowding of people at the event* – Events with more people increase the likelihood of being exposed. The size of the event should be determined based on whether attendees from different households can stay at least 6 feet (2 arm lengths). Physical distancing at events can reduce transmission risk—for example, blocking off seats or modifying room layouts.
- *Behavior of attendees during the event*— Events where people engage in behaviors such as interacting with others from outside their own household, singing, shouting, not maintaining physical distancing, or not wearing masks consistently and correctly, can increase risk.

### **Building Cleaning Protocols**

**The building** will be cleaned and disinfected thoroughly at the end of each school day. Surfaces that have “high touch” hand contact, such as doorknobs, desktops, tabletops, faucets, and handrails, will be cleaned frequently during the school day.

### **Health Procedures:**

- Hawthorn faculty and staff shall be alert to signs and symptoms of flu and COVID-19.
- All faculty and staff shall follow the protocols for managing any student or staff member who fall ill at school, taking into account the various types of illnesses referenced in the school’s general Operational Guidelines and Procedures for Infectious Diseases as well as the specific circumstances and known pre-existing health conditions of the student/staff member.
- Hawthorn has established an isolation area in the nurse’s office which will be used to remove an ill student/staff member from the school’s general population until she can be picked up by a family member within 30 minutes.
- If the school nurse or other staff member determines that a student needs to leave the school building for health reasons, then the school staff will notify the student’s contacts and the student must be picked up within 30 minutes.
- The school nurse will track and report information to the DOH (in accordance with 19 CSR 20-20.020).
- If the school learns that a student or staff member has a COVID-19 infection, school officials will support the DOH’s efforts for contact tracing and enforcing quarantining of those infected and their contacts.
- Families will be notified immediately if their student had close contact with anyone who is diagnosed with COVID-19, but due to legal reasons, the school will be unable to provide the ill person’s name. Hawthorn will follow the guidance of the DOH in making decisions to quarantine specific groups of students, faculty, or staff or to close classrooms for a period of time.

- The school will support the continued education of the student at home during quarantine periods.

### **Contact Tracing, Isolation and Quarantine:**

- In order to determine which students, teachers, and staff with positive COVID-19 test results should isolate (separate themselves from others until cleared by a medical provider), and which close contacts should quarantine (stay home and monitor themselves for symptoms for 14 days from the date of close contact with the COVID positive individual), Hawthorn will work with the DOH to the extent allowable by privacy laws and other applicable laws, to confidentially provide information about people diagnosed with or exposed to COVID-19.
- Hawthorn will notify, to the extent allowable by applicable privacy laws, teachers, staff, and families of students who were close contacts as soon as possible (within the same day if possible) after they are notified that someone in the school has tested positive.
- **Fully vaccinated people who were in close contact with someone who has COVID-19 but do NOT have COVID-19 symptoms do not need to quarantine or be tested.**
- Fully vaccinated persons who have COVID-19 symptoms must be tested.
- All COVID-19 exposures, regardless of vaccination status, should be shared with the DOH for contract tracing purposes.
- The school will support continued education of students at home during quarantine or isolation periods through distance, and faculty and staff will communicate class assignments to students electronically through the school's learning management system.

### **Communications by Hawthorn:**

- Hawthorn will provide to students, faculty, staff and families information and procedures established by DOH and the Centers for Disease Control (CDC).
- Hawthorn's website at [www.hawthornschoo.org](http://www.hawthornschoo.org) includes information regarding COVID-19 for community viewing.
- The Head of School is the designated individual to issue information and updates on school community health matters and school dismissals to students, faculty, staff, families and the community.
- While the school is restricted by privacy laws from divulging the name of any person who is diagnosed or suspected to have Covid-19, the school will follow DOH guidelines to identify who an ill individual was in close contact with and to notify student's families and staff members and tell them the required next steps (such as self-quarantine and/or testing).
- The school will support continued education of students at home during quarantine or isolation periods through distance, and faculty and staff will communicate class assignments to students electronically through the school's learning management system.

### **Communications by Hawthorn Families**

- In the spirit of safety and partnership between the school and families, families will be requested to confidentiality inform the school of a student's or a family member's diagnosis of COVID-19 or exposure to an infected person so that the school can follow its procedures and coordinate with the DOH.

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