

Across the city, many families have inquired about our COVID-19 protocols with regard to our safety measures and/or process if a student tests positive for COVID-19/ is exposed to someone who tested positive for COVID-19 and how they will receive instruction during the quarantine period at Carver HSES. We are in the process of updating the student handbook to reflect the following process below. Please find our safety measures and protocols below.

School-Wide Practices and Procedures for COVID-19 Health and Safety

The CDC (Center for Disease Control Prevention) recommends universal indoor masking for all teachers, staff, students, and visitors to K-12 schools, regardless of vaccination status. Children should return to full-time in-person learning in the fall with layered prevention strategies in place.

Student Entry/ Intake/ Breakfast

Doors will open at 7:00am to welcome students. On Wednesdays, students should be encouraged to arrive at 7:45am. Students will be verbally screened for COVID-19 symptoms and enter through security to receive grab and go breakfast. To maintain COVID-19 safety and social distancing protocols, students will be directed to various areas on the 1st flr. of the building to eat breakfast in the:

- Cafeteria
- Room 145
- Room 148
- Auditorium (as an overflow area for breakfast and/or inclement weather)

In each area, QR Codes are placed on tables, walls, and chairs in the breakfast and lunch locations. When students enter these spaces, they will turn phone cameras on and scan the QR code which will produce a google form that students will use to log in their name and location. Once the form is completed, it will produce a date and timestamp that will be tracked in a spreadsheet. Staff will complete google forms for students who do not have a phone. *For students that do not care to eat breakfast (these students must also scan QR codes), they may use:*

- Commons
- Gym

-To connect to our school's wifi:Select **PhilasdWifi**. Password is: **philadelphia** Open Google or Safari and sign on with **ID#** and **SDP Password**

Lunches

Initially, lunches will be grab and go. Distribution will be specific at the lunch area. To maintain COVID-19 safety and social distancing protocols, students will be directed to various areas on the 1st flr. of the building to eat lunch in the:

- Cafeteria,
- Room 145
- Room 148
- Courtyard
- Auditorium (as an overflow area for lunch and/or inclement weather).

In each area, QR Codes are placed on tables, walls, and chairs in the breakfast and lunch locations. When students enter these spaces, they will turn phone cameras on and scan the QR code which will produce a google form that students will use to log in their name and location. Once the form is completed, it will produce a date and timestamp that will be tracked in a spreadsheet. Staff will complete google forms for students who do not have a phone. *For students that do not care to eat lunch (these students must also scan QR codes), they may use :*

- Commons

-To connect to our school's wifi:Select **PhilasdWifi**. Password is: **philadelphia** Open Google or Safari and sign on with **ID#** and **SDP Password**

Bathroom/ Hallway Passes

Students will need a disposable teacher pass to use the restroom and/or leave the classroom. On the pass please include the student's name, your name, date/ time in which they left your room and where they are going. Please do not give passes during the first or last 10 minutes of class unless there is a true emergency.

Dismissal

To maintain COVID-19 safety and social distancing protocols, student dismissal will be staggered by floors everyday during 8th period. We are aware of the impact this will have on instructional time during 8th period and will continue to have conversations around the schedule. This is a living document and can be changed. Announcements will be made rather than bells during this time. If you do not hear an announcement at your designated dismissal time please contact the main office and/or admin. Please do not just dismiss your students without communication. The staggered dismissal times are below (Floor Dismissal times are subject to change) :

- one floor will be dismissed at 2:39 pm
- another floor will be dismissed at 2:44 pm
- The final floor at 2:49 pm

Early Dismissals/ Late Arrivals

Students will receive a disposable pass to class from Ms. Pat upon their late arrival. Ms. Pat will also confirm student notes requesting early dismissal.

Personal Illness

All individuals who are sick are expected to stay home, and any student, staff member, or approved visitor who is confirmed sick by the nurse while in the school building will be sent home immediately. *In addition to staying home we encourage families to have students tested as soon as possible and to report any positive cases so that the school may quickly communicate guidance to the school community.*

Symptoms Suggestive of COVID-19 Illness

- Fever of 100.4°F or greater
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Fatigue
- Nausea or vomiting
- Diarrhea
- New or persistent cough
- New loss of taste or smell
- Shortness of breath or difficulty breathing

Pre-Screening/Symptom Monitoring/Mandatory Reporting

Students, and staff are required to conduct a daily self-screen at home before reporting to school or work. If they answer yes to *any* of the screening questions, they must refrain from entering a school district building. Parents/guardians are required to complete a hard copy or online [pre-entry screening form](#) before entering the building. If they answer yes to *any* of the screening questions, they must refrain from entering a school district building.

COVID-19 Testing:

- Students will only be tested if they show symptoms. If students are showing symptoms, they will be sent to the school nurse (Room 126) to be evaluated and may be tested as needed. (*We encourage ALL families to complete the Covid-19 testing student consent form.*)
- Student athletes for high-contact sports (football, volleyball, basketball, indoor track) will need to be tested 24-hours before matches and will need to show proof of a negative test. To opt out of the tests, students will need to provide proof of vaccination to their coach.
- All staff will be given assurance testing on Mondays (If testing falls on a holiday, staff will be tested the following day) in Rm. 110. The testing nurse will be testing staff throughout the day. We recommend that staff set weekly reminders!
- You can find more information about COVID-19 testing [here](#)
- In Addition, Here is a link provided by some parents to an article announcing Jefferson's testing sites. <https://hospitals.jefferson.edu/news/2020/09/covid-19-public-testing-site-jefferson-health.html> It gives a nice breakdown of Who, What, Where and a phone number to schedule appointments. This article states that your insurance will be charged however, we were not asked for insurance information.
- **FIRST LOCATION:** St. Raymond of Penafort Church school parking lot, 7940 Williams Ave., Philadelphia PA 19150. Open from 11 a.m. to 7 p.m. Thursdays and 8 a.m. to 4 p.m. Saturdays.
- **NEW SECOND LOCATION:** Richard Allen Preparatory Charter School parking lot, 5701 Lindbergh Blvd., Philadelphia, PA 19143. Opening Friday, Nov. 6, 2020, and operating on Wednesdays from 11 a.m. to 7 p.m. and Fridays 8 a.m. to 4 p.m.

Masking:

ALL staff, students, visitors, and Carver community members are required to wear masks at all times indoors. Masks should cover both the nose and mouth at all times including:

- During School Entry
- While In Classes
- While In Hallways/Stairwells
- In the Bathrooms

- During Breakfast (when you are not eating)
- During Lunch (when you are not eating)
- During School Dismissal

Any Carver Community Member who refuses to comply with masking protocols will be given initial redirection from staff and administration to maintain the masking protocol. If members do not comply with redirection, members will be reported to administration for further corrective action.

Mask Breaks: Mask Breaks should be facilitated using a bathroom pass system. Students should receive a disposable pass and take the mask break just outside of the classroom door.

Social Distancing:

- Everyone is expected to maintain a distance of at least 3 feet from others throughout the day. This includes classrooms, offices, and lunch areas. This will be no stagger btw. class transitions (Students should be directed to avoid lingering in halls during transitions to class).
- Students should be given assigned seating for every class to ensure contact tracing procedures are available. Lunch Areas will have clipboards w/ seating charts where students can sign-in and document where they ate lunch. Hand Sanitizers will be placed at every lunch table for students to sanitize their hands before returning to class. (Sanitizing stations will be placed in the auditorium.)

Protocol for Positive COVID-19 cases in Students:

- To assist with contact tracing processes teachers must maintain seating charts in every class, including spaces such as the lunch room, gymnasiums.
- When a positive COVID case is reported, the admin team will collaborate with the school nurse to investigate the case and follow the contact tracing pattern.
 - Nurses have been trained to utilize the Tic-tac-toe method which outlines a 6 foot radius around the positive case in reference to the seating charts.
 - Nurses are required to verify vaccine status of students before reporting the close contacts to student health.
 - Positive students and students identified through contact tracing will be notified by the admin team and instructed to quarantine for a length of days determined by the nurse and the Office of Student Health.
- The admin team may ask teachers to report their vaccine status if they are considered a close contact.

- **Vaccinated staff and students are not required to quarantine.**
 - Anyone who does not disclose their vaccine status will be required to quarantine, if they have been identified as a close contact.
 - Students main verify vaccine status with the main office via email or hard copy to
- For positive COVID-19 student cases the admin team will notify studenthealth@philasd.org and covid.schools@phila.gov after completing all contact tracing at the school level. A quarantine learning form will also be completed and sent to SDP to support student instruction during the quarantine period.

Instructional Expectations during Quarantine

In order to ensure a continuation of academic programming, the Office of Academic Supports (OAS) will provide instructional support for one student or a group of students, from a class, who need to quarantine or isolate **and are not ill**. The below guidance outlines the instructional expectations and the roles & responsibilities of District staff when a student has been identified with a need to quarantine, as outlined in the [District's Health & Safety Plan](#). The document can be found [here](#)

Want to Get Vaccinated? You can find more information about where to go to get vaccinated on the City of Philadelphia's website [here](#) and on our website [here](#). You can also find locations for vaccine appointments at www.vaccines.gov by clicking on "Find a Vaccine Clinic Near you" and entering your zip code.

In Service,

Dr. Johnson

Principal, Carver HSES