1.0 Introduction

As the state of South Carolina opens up for more public activity, Southside Christian School will naturally open up as well. With the increased personal freedom and movement comes an ongoing responsibility towards public health, one that SCS takes seriously.

For the Fall 2020 semester, SCS will use the safety protocols detailed in this document for employees, visitors, and parents. This document is expected to change frequently due to the changes in community safety needs and expectations.

2.0 The Layered Safety Approach

Any given safety measure, such as using masks, has not been proven to be totally successful in controlling the spread of the Covid-19 virus. SCS has chosen to use a “layered” approach, where multiple safety measures are used. This is similar to the practices of health care providers. Mass General Brigham hospital [Boston] has had success containing the spread of Covid-19 with this type of layered approach. In an article in the NewYorker, one of their physicians details their reasoning behind this approach:

“These lessons point toward an approach that we might think of as a combination therapy—like a drug cocktail. Its elements are all familiar: hygiene measures, screening, distancing, and masks. Each has flaws. Skip one, and the treatment won’t work. But, when taken together, and taken seriously, they shut down the virus.”

There are four layers that are well-known

1. Screening for known Covid-19 symptoms
2. Social distancing
3. Encouraging and enabling best hygiene measures
4. Personal protective equipment (PPE), typically gloves and face covers / masks
It is important to note that contamination risk is a function of distance and time. Being briefly exposed to a contaminated person, while staying more than six feet away gives one a good chance of not being infected. Conversely, long exposure and short distancing greatly increases the chances of infection. The concepts of this layered approach are intended to create distance and to shorten or eliminate the length of potential exposure.

To the above layers, we add four more practices:

5. Isolation of infected or potentially infected employees
6. Quarantine of students and employees who might have had direct exposure to the virus
7. Disinfection of high-contact surfaces on a routine basis
8. Creation / addition of protective barriers as warranted. This includes supplying school nurses with full PPE in case someone on campus has to be evaluated

The following sections describe how SCS will implement this layered approach to safety through a set of specific practices.

3.0 Risk Level Phases for Campus Operations

Southside Christian School has created the following plan to communicate Early Ed through 12th grade operating procedures during this global pandemic. The reality is that we will be living with COVID-19 until there is an effective vaccine for the virus. In light of this new reality, the potential exists that we would return to all instruction delivered on campus. However, we must proceed carefully to ensure we do not create a surge that will send us all back home. Because of these factors, the school plan includes moving from one phase or level to another, if the health metrics indicate such, in either a positive or negative trend.

This document outlines the modifications that will be put into place for daily campus operations based on each risk level phase. The risk level phases include:

1. Green Level Phase - Lower Risk - On Campus Operations
2. Yellow Level Phase - Intermediate Risk - On-Campus and/Virtual Campus Operations
3. Orange Level Phase - Increased Risk - On-campus and more Virtual Campus Operations

4.0 Green Level Phase - Lower Risk
All stakeholders are allowed on campus at this time with additional sanitation measures and modifications in place, as recommended by CDC guidelines and the AccelerateED Task Force. These include:

4.1 Communications

“[SCS] will engage in early, clear and consistent communications to students, families, and the community about changes in standard operations necessitated by COVID-19. This communication should include direct instruction to all students on the first day of school concerning new protocols and expectations.”(AccelerateED p.34)

4.2 Student Drop-off/Pick-up

SCS will reduce the contamination potential for students by spacing out drop-off and pick-up locations. Large early stay holding areas will be eliminated, with students going directly to homerooms upon arrival in the morning.

All students, upon arrival on campus, must pass a daily self-screening and temperature check. If a student can not answer the medical screening questions indicating no infection, then the student is not permitted entry, and is asked to quarantine until consulting with a physician about the need for Covid-19 testing. Covid-19 tests oftentimes take a few days to return results. If tested and awaiting results, the individual should not come to SCS. In the event the test results are negative, SCS policy is to keep students with a fever or symptoms of illnesses at home until the symptoms have subsided for at least 24 hours. (Section 7.0)

4.2.1 Morning Drop-off (arrival) Locations

Students will go directly into the assigned homeroom.
1. Early Ed (EE): 1st floor T-wing East entrance
2. Elementary (ES): ES building West entrance
3. Middle School (MS): 2nd floor T-wing East entrance
4. High School (HS): Sabre Center entrance
5. Families with students in multiple school levels will drop off at the appropriate location for the youngest child. Older students will be directed to the appropriate entrance.
6. Sabre Shop will be available only to middle school and high school students before school.

4.2.2 After School (dismissal) Carline Locations
1. Early Ed: Half-day at 1st floor T-wing East entrance, Full-day (PreK4-K5) at Fine Arts entrance
2. Elementary: ELS building West entrance and rear parking lot
3. Middle School: Rear parking lot
4. High School: Sabre Center doors
5. A centralized holding room will not be available for EE & ES students with siblings in MS or HS. Instead, the EE and ES sibling will stay in their dismissal classroom until picked up. MS & HS students will follow the Safe Dismissal protocol for claiming a sibling; then exit the building immediately through the designated doors.

4.2.3 Late Arrival and Early Dismissal for Students

1. Students arriving late will enter the front reception area on the cafeteria side and sign in at the kiosk. Students will receive a tardy slip and will move directly to the assigned classroom. Late arriving students will have their temperature taken before entrance is permitted.
2. Students dismissing early will be paged to the front reception area once the student is signed out by the person approved for pick up. After signing out a student, parents will be asked to wait under the portico or in the car. Students will exit the building on the Media Center side. Student drivers will sign out at the kiosk on the Media Center side and exit the building immediately. Students will not be allowed to wait in the front reception area.
3. EE students with late arrival and early dismissal will contact the EE office using the EE cell phone number (864-423-2653) and wait at the T-wing East entrance, similar to the SummerQuest protocol.

4.3 Reduction of Transitions

SCS seeks to minimize the number of students transitioning at any given time. This may require modifications to the standard schedule, which could include:

1. EE & ES classes will transition as individual class groups at scheduled times, minimizing or eliminating the interaction with other class groups (i.e. recess, restroom breaks)
2. EE & ES specials teachers will come to the classroom at the scheduled time. The teacher will wear the necessary PPE and bring the needed materials, which will be sanitized.
3. MS & HS will transition between classes on a regular schedule, but with students and staff wearing face coverings. Hallways and restrooms will be monitored to encourage students to move directly to the next class and eliminate groups gathering during class change.
4. Stairwells may be designated for a one-way traffic flow.
5. The front reception area will have a defined entrance and exit for a one-way traffic flow.

4.4 School Lunch

SCS will not have students gather in large groups to eat lunch in the cafeteria. SCS will offer a limited menu, typically some sort of meat-and-vegetables meal with the ability to substitute a sandwich in lieu of the entree. Few “snack extras” will be offered, especially to EE and ES students.

1. EE & ES classes will eat lunch in the classroom. Lunch orders for EE & ES students will be delivered to the classroom.
2. MS & HS students will be required to eat lunch in an assigned classroom or possibly outdoors. Students ordering lunch will route through the lunch pickup line at the scheduled time to minimize interaction with other students. Food pickup lines will be in the Sabre Commons where proper social distancing or mask usage will be maintained.

4.5 Sanitation Measures

SCS will encourage increased personal sanitation habits and increase the sanitization of all areas of the facility as recommended by CDC guidelines.

1. Teach and encourage increased sanitation habits among students, faculty and staff through frequent and thorough hand washing, use of hand sanitizer stations and proper social distancing in classrooms and common areas.
2. Increase frequency of sanitization of utilized spaces.
   a. Faculty and staff cleaning common touch surfaces in classrooms and office areas throughout the school day.
   b. Using the electrostatic sprayer as needed in common use spaces throughout the school day and at the end of the school day.

4.6 SCS Employees

Employees of SCS working on campus will be required to pass a daily self-screening and self-temperature check. Face coverings will be required in certain situations and areas.

4.6.1 Employee Screening Protocols

When arriving at SCS and prior to beginning work, SCS employees will be required to self-screen for Covid-19 symptoms based on a set of yes/no questions. These include:
Do you have any one of the following symptoms?
- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

Do you have any two of the following symptoms?
- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19?
Have you been exposed to anyone known to have Covid-19 within the past two weeks?
A ‘yes’ answer to any of the questions would result in a consultation with the school nurse and/or employee supervisor to determine if the employee is able to work on site.

4.6.2 Social Distancing for Employees

1. Employees will maintain the minimum social distancing standard of six feet whenever possible per CDC guidelines. Face coverings will be required in situations where proper social distancing cannot be maintained (i.e. assisting a student in class).
2. Meetings will be held in rooms that permit proper social distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.
3. Meetings with parents should be conducted virtually or by phone whenever possible. In-person meetings will be held in rooms that permit proper social distancing or outside the building if weather permits.

4.7 Campus Visitors

Campus visitors give SCS a unique opportunity to demonstrate our commitment to student / family safety. Unfortunately, we will also have the opportunity to scare away family prospects if they deem our practice of safety protocols is lax or
ineffective. Campus visitors include, but not limited to, parents, prospective families, vendors, contractors, and cold call visitors.

4.7.1 Visitor Screening Process

1. Visitors will enter the building via the front reception area. It is important for SCS employees, who are expecting visitors, to notify the front desk in advance of the visit and to greet the visitor(s) in the reception area as soon as possible. We want to welcome visitors warmly, proceed with an effective screening process efficiently, and move out of the reception area as quickly as possible to reduce the risk of contamination for everyone.

2. Visitors will be screened via a set of self-screen questions, presented to the visitor at the reception area, or possibly sent to the visitor electronically in advance. Using the kiosk, the visitor will answer the questions during the sign-in process, acknowledging compliance with the screening protocol. After this, the SCS host and/or receptionist will invite the visitor to use the provided disinfectant. Face coverings are required for entry and a face cover/mask will be provided if the visitor needs one. The SCS host will wear a face cover as well.

4.7.2 Social Distancing for Visitors

1. Visitors will be guided to their destinations keeping in mind the minimum social distancing standard of six feet. Meetings will be held in rooms that permit this distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.

2. Tours will walk in the hallways, keeping clear of students and employees as needed. Stairs should be used whenever possible, as opposed to the elevator.

3. The visitor(s) should be escorted by SCS personnel, for security reasons and to prevent a visitor from entering an area with students and increasing the contamination risk for all. An exception may be made for parents visiting the Finance Office.

4. Once a meeting is completed, the visitor(s) should be escorted out of the building past the reception area, to limit the exposure for everyone. Final conversations should be held under the portico as opposed to in the area where other visitors may need to enter.

5. Visitors will be encouraged to use hand sanitizers when entering SCS buildings, and when leaving. Signage should be in plain view (in appropriate locations) that shows the SCS hygiene instructions for employees and students.

4.7.3 Vendors
1. Vendors working inside the building will follow the same protocol as campus visitors. This applies to vendors working in student-occupied areas.
2. Vendors working outside in non-student occupied areas will be directed to the appropriate location and will follow the safety guidelines set by the company represented. A member of the Facilities department will be notified and will monitor the vendor or contractor.

4.8 Sabre Volunteers

The SCS Sabre Volunteer program serves a significant purpose and is a wonderful way to become involved in the students’ education and extracurricular activities. SCS strives to encourage volunteering while maintaining the safety of the students, employees and volunteers.

1. Volunteers will enter the building via the front reception area and sign in.
2. Volunteers will be screened via a set of self-screen questions, presented at the reception area. Using the kiosk, the volunteer will answer the questions during the sign-in process, acknowledging compliance with the screening protocol.
3. Volunteers will have their temperature checked as a part of the screening process.
4. Volunteers will report directly to the assigned location and will be monitored by the employee overseeing the volunteer activity.
5. Volunteers will be encouraged to use hand sanitizers when entering SCS buildings, and when leaving. Signage should be in plain view (in appropriate locations) that shows the SCS hygiene instructions for employees and students.
6. Volunteers will maintain the minimum social distancing standard of six feet while fulfilling the volunteer task.
7. Volunteers will wear a face covering while helping in student-occupied areas and in situations where proper social distancing cannot be maintained.

4.9 Deliveries and Drop-off items

SCS will accept deliveries from various vendors at the front reception area during school office hours of 8am-4pm. Parents may be limited in the items they may drop off for students during the school day.

4.9.1 Vendor Deliveries (FedEx, UPS, USPS, etc.)

1. Deliveries will be accepted at the front reception area during normal office hours.
2. Drivers with large package deliveries will be escorted to the package area located across from the Media Center and will exit the building immediately.

3. Deliveries for the Copy Center will be directed to the rear glass door entrance with the exception of drop-off and pick-up times (7:45am-9am and 2:45pm-3:30pm).

4. Employees will notify the front reception of expected freight deliveries along with the contact name and the location of where the delivery will be received, if different than the front reception area.

4.9.2 Dropped off items

1. For employees: Small items and papers will be placed in the appropriate folder at the front reception desk to be delivered to mailboxes or offices. Larger items will be delivered to the employee's classroom or office.

2. Finance payments:
   a. Families will be encouraged to pay online or by mail whenever possible.
   b. Checks dropped off need to be sealed in an envelope properly labeled. Envelopes will be available at the front reception area.
   c. Checks will be left at the front reception desk to minimize unnecessary exposure in the building during the school day.
   d. If personal interaction is requested, the receptionist will confirm that someone is in the Business Office. The visitor will follow the Visitor Screening process. (Section 4.7.1)

3. For students: It is permitted for parents to drop off items for students under certain guidelines:
   a. All items must be bagged and labeled with the student’s name. Post-it notes and a pen will be available for labeling.
   b. The parent will place the item in a designated location (a shelved area in the reception area) to minimize possible contamination.
   c. Items dropped off will be delivered to the appropriate school office via a runner.
   d. Athletic equipment will also be accepted at the front reception area. Items will also be taken to the appropriate school office via a runner.

4.9.3 Lunch deliveries for students

In an effort to minimize unnecessary exposure, parents will not be permitted to deliver lunch to a student from an outside vendor. Students will have the option of ordering lunch provided by SCS or bringing a lunch from home.

1. Forgotten lunch boxes may be accepted and will follow the procedure for dropping off student items. (Section 4.9.2)
2. Parents will not be able to join students during lunch, due to contamination risks.
3. Lunch treats for special occasions will need to be pre-arranged with the teacher and brought by the student during the morning drop-off time. Lunch treats will not be accepted at the front reception area.

### 4.10 Gathering Areas

Gathering areas include the playgrounds, athletic facilities, Fine Arts Center, cafeteria and Sabre Commons. Certain gatherings in these areas will continue to be limited per CDC guidelines.

1. Playgrounds: Class groups will rotate through the playground areas according to a set recess schedule to minimize interaction with another class group. Equipment will be sanitized between class groups.
2. Athletic facilities:
   a. PE classes will utilize different sections of the gymnasium or outside facilities to minimize interaction between classes.
   b. Equipment and spaces will be sanitized between class times.
   c. Locker rooms will be used according to the established safety guidelines.
   d. Athletic team practices will follow SCHSL recommendations
3. Fine Arts Center (FAC): Weekly Chapel events will not take place in the FAC at this time. Chapel will be conducted in the classroom via a recorded or live video message.
4. Cafeteria: Students will eat lunch in an assigned classroom.
5. Sabre Commons: The Sabre Commons area will be viewed as a hallway or a pass-through only space. Congregating of students, employees or visitors in this area will be discouraged, except for lunch pick up.

### 4.11 Athletics

Athletics will maintain normal operations with pre-screening, as needed, and according to governing agency recommendations.

The South Carolina High School League (SCHSL) has the authority to mandate the protocol for high school athletic programs, including the length of practices and equipment used. This statewide organization may also dictate restrictions of the proximity of athletes to one another, and to coaches. This guidance will be informed by the same experts and government agencies who advise the SC State Department
of Education. SCS may need to adjust internal protocols, schedules, and safety practices to conform with this governing body.

It is also possible the guidance from the SCHSL will be generic in nature and rely on individual schools / districts to implement safety protocols for Covid-19 mitigation. In this case, SCS will rely on the multiple layered approach to meet or exceed state safety directives. This initial approach is detailed below.

The athletic trainer assigned to SCS, who is a hospital system employee, may also ask SCS to adapt / change safety protocols to confirm with the norms for all school athletic programs.

### 4.11.1 Athlete Screening Protocols

Athletes participating in team practices and events will be required to answer the following screening questions:

**Do you have any one of the following symptoms?**
- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

**Do you have any two of the following symptoms?**
- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19?
Have you been exposed to anyone known to have Covid-19 within the past two weeks?

A 'yes' answer to any of the questions would result in a consultation with the school nurse and/or athletic trainer to determine if the athlete is able to workout.

SCS will provide a means of personal accountability for the supervised self-screening process, as prescribed by the SCHSL. A list of these questions will be provided via paper along with a space for each work date - where the athlete will be asked to initial, thereby verifying [daily] compliance with the screening protocol. The team
coach/trainer will be required to confirm that the screening process was followed per school policy.

4.11.2 Social Distancing for Athletes

By the nature of strength training and competitive sports, social distancing is compromised. If athletes are permitted to participate in fall athletic programs, then the risk of continuing contamination [community-wide] is somewhat less than the past few months.

However, while the risk of contamination exists, there are some practices that SCS will observe:
1. Athletes will enter via the locker room and/or Strength Training Center after school - isolated from other campus visitors.
2. The gym hallway doors will be locked to keep out visitors.
3. Workouts divided into smaller group sections, where more distancing can be achieved.
4. Outside workouts and activities spread out in the gym are encouraged.

4.11.3 Hygiene Practices for Athletes

There are not a lot of opportunities to practice hygiene during a workout, but the reduction of virus cells can be achieved via disinfecting procedures.

1. When feasible, strength training equipment will be sprayed with Bioesque disinfectant between workout groups. This product is rated to kill human coronavirus after a one-minute exposure.
2. Coaches will have disinfectants and rags to clean equipment after individual use. As usual, athletes will be encouraged to wash their hands after each restroom use.

4.11.4 Protective Equipment for Athletes and Coaches

Masks and face covers may not be feasible for athletes in summer workouts. Nor are latex or vinyl gloves. Per SCHSL guidelines, coaches will wear face coverings if the coach is routinely inside of a twelve foot social distance range. It may be difficult for coaches to communicate over longer distances with a face cover.

5.0 Yellow Level Phase - Intermediate Risk - On-Campus/Virtual Campus Operations
SCS employees and students will follow a Hybrid Teaching Model with additional sanitation measures and modifications in place, as recommended by CDC guidelines and AccelerateED Task Force. The Hybrid Teaching Model includes:

1. Wearing of face coverings will be required for students while on campus, in the same manner prescribed for the Green Phase. Employees may be required to wear face coverings often while on campus.
2. All SCS employees will work on campus.
3. EE & ES classes will operate on campus on a regular daily schedule, same as Green phase, in a cohort model.
4. MS & HS classes will operate on campus with alternating groups on A&B days.
5. SSS students will operate on campus if determined safe.
6. Wearing of face coverings will be required for students when social distancing is not possible. Employees will also be required to wear face coverings if social distancing is not possible.
7. Social distancing and classroom capacities may be altered per CDC guidelines.

5.1 Communications

“[SCS] will engage in early, clear and consistent communications to students, families, and the community about changes in standard operations necessitated by COVID-19. This communication should include direct instruction to all students on the first day of school concerning new protocols and expectations.”(AccelerateED p.34)

5.2 Student Drop-off/Pick-up

SCS will reduce the contamination potential for students by spacing out drop-off and pick-up locations. Large early stay holding areas will be eliminated, with students going directly to homerooms upon arrival in the morning. Student drop off locations are the same as in the Green Phase.

All students, upon arrival on campus, must pass a daily self-screening and temperature check. If a student can not answer the medical screening questions indicating no infection, then the student is not permitted entry, and is asked to quarantine until consulting with a physician about the need for Covid-19 testing. Covid-19 tests oftentimes take a few days to return results. If tested and awaiting results, the individual should not come to SCS. In the event the test results are negative, SCS policy is to keep students with a fever or symptoms of illnesses at home until the symptoms have subsided for at least 24 hours. (Section 7.0)
5.2.1 Morning drop-off locations

Student drop off locations are the same as in the Green Phase. Students will go directly into assigned classrooms.
1. Early Ed (EE): 1st floor T-wing East entrance
2. Elementary (ES): ES building West entrance
3. Middle School (MS): 2nd floor T-wing East entrance
4. High School (HS): Sabre Center entrance
5. Families with students in multiple school levels will drop off at the appropriate location for the youngest child. Older students will be directed to the appropriate entrance.
6. Sabre Shop will be available only to MS and HS students before school.

5.2.2 After school carline locations

1. Early Ed: Half-day at 1st floor T-wing East entrance, Full-day (PreK4-K5) at Fine Arts entrance
2. Elementary: ES building West entrance and rear parking lot
3. Middle School: Rear parking lot
4. High School: Sabre Center doors
5. A centralized holding room will not be available for EE & ES students with siblings in MS or HS. Instead, the EE and ES sibling will stay in their dismissal classroom until picked up. MS & HS students will follow the Safe Dismissal protocol for claiming a sibling; then exit the building immediately through the designated doors.
6. A centralized holding room will not be available for EE & ES students with siblings in MS or HS. Instead, the EE and ES sibling will stay in their dismissal classroom until picked up. MS & HS students will follow the Safe Dismissal protocol for claiming a sibling; then exit the building immediately through the designated doors.

5.2.3 Late arrival and Early dismissal for students

1. Students arriving late will enter the front reception area on the cafeteria side and sign in at the kiosk. Students will receive a tardy slip and will move directly to the assigned classroom.
2. Students must pass a daily self-screening and temperature check before entering the building.
3. Students dismissing early will be paged to the front reception area once the student is signed out by the person approved for pick up. After signing out a student, parents will be asked to wait under the portico or in the car. Students will exit the building on the Media Center side. Student drivers will sign out at
the kiosk on the Media Center side and exit the building immediately. Students will not be allowed to wait in the front reception area.

4. EE students with late arrival and early dismissal will contact the EE office using the EE cell phone number (864-423-2653) and wait at the T-wing East entrance, similar to the SummerQuest protocol.

5.3 Reduction of Transitions

SCS seeks to minimize the number of students transitioning at any given time. This may require modifications to the standard schedule, which could include:

1. EE & ES classes will transition as individual class groups at scheduled times, minimizing or eliminating the interaction with other class groups (i.e. recess, restroom breaks)
2. EE & ES specials teachers will come to the classroom at the scheduled time. The teacher will wear the necessary PPE and bring the needed materials, which will be sanitized.
3. MS & HS will transition between classes on a regular schedule, but with students and staff wearing face coverings. Hallways and restrooms will be monitored to encourage students to move directly to the next class and eliminate groups gathering during class change.
4. Stairwells may be designated for a one-way traffic flow.
5. The front reception area will have a defined entrance and exit for a one-way traffic flow.

5.4 School Lunch

SCS will not have students gather in large groups to eat lunch in the cafeteria. SCS will offer a limited menu, typically some sort of meat-and-vegetables meal with the ability to substitute a sandwich in lieu of the entree. Few “snack extras” will be offered, especially to EE and ES students.

1. EE & ES classes will eat lunch in the classroom. Lunch orders for EE & ES students will be delivered to the classroom.
2. MS & HS students will be required to eat lunch in an assigned classroom or possibly outdoors. Students ordering lunch will route through the lunch pickup line at the scheduled time to minimize interaction with other students. Food pickup lines will be in the Sabre Commons where proper social distancing or mask usage will be maintained.
5.5 Sanitation Measures

SCS will encourage increased personal sanitation habits and increase the sanitization of all areas of the facility as recommended by CDC guidelines.

1. Teach and encourage increased sanitation habits among students, faculty and staff through frequent and thorough hand washing, use of hand sanitizer stations and proper social distancing in classrooms and common areas.
2. Increase frequency of sanitation of utilized spaces.
   a. Faculty and staff cleaning common touch surfaces in classrooms and office areas more frequently throughout the school day.
   b. Using the electrostatic sprayer more frequently in common use spaces throughout the school day and at the end of the school day.

5.6 SCS Employees

Employees of SCS working on campus will be required to pass a daily self-screening and self-temperature check. Face coverings will be optional but may be required in certain situations and areas.

5.6.1 Employee Screening Protocols

When arriving at SCS and prior to beginning work, SCS employees will be required to self-screen for Covid-19 symptoms based on a set of yes/no questions. These include:

Do you have any one of the following symptoms?
- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

Do you have any two of the following symptoms?
- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19?
Have you been exposed to anyone known to have Covid-19 within the past two weeks?

A ‘yes’ answer to any of the questions would result in a consultation with the school nurse and/or employee supervisor to determine if the employee is able to work on site.

**5.6.2 Social Distancing for Employees**

Employees will maintain the minimum social distancing standard of six feet whenever possible per CDC guidelines. Face coverings will be required in situations where proper social distancing cannot be maintained (i.e. assisting a student in class).

Meetings will be held in rooms that permit proper social distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.

Meetings with parents should be conducted virtually or by phone whenever possible. In-person meetings will be held in rooms that permit proper social distancing or outside the building if weather permits.

If an employee can not answer the medical screening questions indicating no infection, then this person is not permitted entry, and is asked to quarantine until consulting with a physician about the need for Covid-19 testing. Covid-19 tests oftentimes take a few days to return results. If tested and awaiting results, the individual should not come to SCS. In the event the test results are negative, SCS policy is to keep persons with a fever or symptoms of illnesses at home until the symptoms have subsided for at least 24 hours.

**5.6.2 Social Distancing for Employees**

1. Employees will maintain the minimum social distancing standard of six feet whenever possible per CDC guidelines. Face coverings will be optional but may be required in situations where proper social distancing cannot be maintained (i.e. assisting a student in class).
2. Meetings will be held in rooms that permit proper social distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.
3. Meetings with parents should be conducted virtually or by phone whenever possible. In-person meetings will be held in rooms that permit proper social distancing or outside the building if weather permits.
5.7 Campus Visitors

Campus visitors give SCS a unique opportunity to demonstrate our commitment to student/family safety. Unfortunately, we will also have the opportunity to scare away family prospects if they deem our practice of safety protocols is lax or ineffective. Campus visitors include, but not limited to, parents, prospective families, vendors, contractors, and cold call visitors.

5.7.1 Visitor Screening Process

1. Visitors will be permitted on campus by appointment only.
2. SCS employees who are expecting visitors will notify the front desk in advance of the visit and to greet the visitor(s) in the reception area as soon as possible. We want to welcome visitors warmly, proceed with an effective screening process efficiently, and move out of the reception area as quickly as possible to reduce the risk of contamination for everyone.
3. Visitors will be screened via a temperature check and a set of self-screening questions, presented to the visitor at the reception area, or possibly sent to the visitor electronically in advance. Using the kiosk, the visitor will answer the questions during the sign-in process, acknowledging compliance with the screening protocol. After this, the SCS host and/or receptionist will invite the visitor to use the provided disinfectant.
4. Face coverings will required while visiting campus. Disposable face coverings will be available at the front reception area for visitors. The SCS host will wear a face covering.

5.7.2 Social Distancing for Visitors

1. Visitors will be guided to their destinations keeping in mind the minimum social distancing standard of six feet. Meetings will be held in rooms that permit this distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.
2. Tours will walk in the hallways, keeping clear of students and employees as needed. Stairs should be used whenever possible, as opposed to the elevator.
3. The visitor(s) should be escorted by SCS personnel, for security reasons and to prevent a visitor from entering an area with students and increasing the contamination risk for all. An exception may be made for parents visiting the Finance Office.
4. Once a meeting is completed, the visitor(s) should be escorted out of the building past the reception area, to limit the exposure for everyone. Final conversations should be held under the portico as opposed to in the area where other visitors may need to enter.
5. Visitors will be encouraged to use hand sanitizers when entering SCS buildings, and when leaving. Signage should be in plain view (in appropriate locations) that shows the SCS hygiene instructions for employees and students.

5.7.3 Vendors

1. Vendors will be permitted on campus by appointment only and will be required to pass a temperature check.
2. Face coverings will be required while working on the SCS campus.
3. Vendors working inside the building will follow the same protocol as Campus Visitors. This applies to vendors working in outside student-occupied areas also. (Section 5.7)
4. Vendors working outside in non-student occupied areas will be directed to the appropriate location and will follow the safety guidelines set by the company represented. A member of the Facilities department will be notified and will monitor the vendor.

5.8 Sabre Volunteers

The SCS Sabre Volunteer program serves a significant purpose and is a wonderful way to become involved in the students’ education and extracurricular activities. SCS strives to encourage volunteering while maintaining the safety of the students, employees and volunteers.

1. Volunteer opportunities may not be available in the Intermediate Risk level. If permitted, volunteers will be permitted on campus by appointment only.
2. Volunteers will enter the building via the front reception area and sign in.
3. Volunteers will be screened via a temperature check and a set of self-screening questions, presented at the reception area. Using the kiosk, the volunteer will answer the questions during the sign-in process, acknowledging compliance with the screening protocol.
4. Volunteers will report directly to the assigned location and will be monitored by the employee overseeing the volunteer activity.
5. Volunteers will be required to use hand sanitizers when entering SCS buildings, and when leaving. Signage should be in plain view (in appropriate locations) that shows the SCS hygiene instructions for visitors, employees and students.
6. Volunteers will maintain the minimum social distancing standard of six feet while fulfilling the volunteer task.
7. Volunteers will wear a face covering while helping in student-occupied areas and in situations where proper social distancing cannot be maintained.
5.9 **Deliveries and Drop-off items**

SCS will accept deliveries from various vendors at the front reception area during school office hours of 8am-4pm. Parents may be permitted to drop off items for students during the school day.

5.9.1 **Vendor Deliveries** (FedEx, UPS, USPS, etc.)

1. Deliveries will be accepted at the front reception area during normal office hours.
2. Drivers with large package deliveries will be escorted to the package area located across from the Media Center and will exit the building immediately. Driver will be required to wear a face covering.
3. Deliveries for the Copy Center will be directed to the rear glass door entrance with the exception of drop-off and pick-up times (7:45am-9am and 2:45pm-3:30pm).
4. Employees will notify the front reception of expected freight deliveries along with the contact name and the location of where the delivery will be received, if different than the front reception area.

5.9.2 **Dropped off items**

1. For employees: Small items and papers will be placed in the appropriate folder at the front reception desk to be delivered to mailboxes or offices. Larger items will be delivered to the employee's classroom or office.
2. Finance payments:
   a. Families will be encouraged to pay online or by mail whenever possible.
   b. Checks dropped off need to be sealed in an envelope properly labeled. Envelopes will be available at the front reception area.
   c. Checks will be left at the front reception desk to minimize unnecessary exposure in the building during the school day.
   d. If in-person payment is necessary, the receptionist will contact the Business Office. The employee may meet the visitor under the front portico, or the visitor will follow the Visitor Screening process before entering the building. (Section 5.7.1)
3. For students: SCS will not accept dropped off items for students.
4. Exceptions will be made for necessary medical items.
5. Athletic equipment: Athletic equipment will not be accepted at the front reception area. The parent will have to coordinate with the student to receive athletic equipment at the end of the school day.
5.9.3 Lunch deliveries for students

In an effort to minimize unnecessary exposure, parents will not be permitted to deliver lunch from an outside vendor to a student. Students will have the option of ordering lunch provided by SCS or bringing a lunch from home.

1. Forgotten lunch boxes may be accepted and will follow the procedure for dropping off student items. (Section 4.9.2)
2. Parents will not be permitted to join the classroom during lunch.
3. Lunch treats for special occasions will need to be pre-arranged with the teacher and brought by the student during the morning drop-off time. Lunch treats will not be accepted at the front reception area.

5.10 Gathering Areas

Gathering areas include the playgrounds, athletic facilities, Fine Arts Center, cafeteria and Sabre Commons. Gatherings in these areas may be more limited per CDC guidelines.

1. Playgrounds: Class groups will rotate through the playground areas according to a set recess schedule to minimize interaction with another class group. Equipment will be sanitized between class groups.
2. Athletic facilities:
   a. PE classes will utilize different sections of the gymnasium or outside facilities to minimize interaction between classes.
   b. Equipment and spaces will be sanitized between class times.
   c. Locker rooms will be used according to the established safety guidelines.
   d. Athletic team practices will follow SCHSL recommendations
3. Fine Arts Center (FAC): Weekly Chapel events will not take place in the FAC at this time. Chapel will be conducted in the classroom via a recorded or live video message.
4. Cafeteria: Students will eat lunch in an assigned classroom.
5. Sabre Commons: The Sabre Commons area will be viewed as a hallway or a pass-through only space. Congregating of students, employees or visitors in this area will not be permitted, except for lunch pick up.

5.11 Athletics

Athletics will be permitted to practice and compete with pre-screening, per SCHSL guidelines.
The South Carolina High School League (SCHSL) has the authority to mandate the protocol for athletic programs, including the length of practices and equipment used. This statewide organization may also dictate restrictions of the proximity of athletes to one another, and to coaches. This guidance will be informed by the same experts and government agencies who advise the SC State Department of Education. SCS may need to adjust internal protocols, schedules, and safety practices to conform with this governing body.

It is also possible the guidance from the SCHSL will be generic in nature and rely on individual schools / districts to implement safety protocols for Covid-19 mitigation. In this case, SCS will rely on the multiple layered approach to meet or exceed state safety directives. This initial approach is detailed below.

The athletic trainer assigned to SCS, who is a hospital system employee, may also ask SCS to adapt / change safety protocols to confirm with the norms for all school athletic programs.

### 5.11.1 Athlete Screening Protocols

Athletes participating in team practices and events will be required to answer the following screening questions:

- **Do you have any one of the following symptoms?**
  - Fever - defined as 100.0 or higher
  - Shortness of breath or difficulty breathing
  - Loss of taste or smell
  - New or worsening cough

- **Do you have any two of the following symptoms?**
  - Sore throat
  - Muscle or body aches
  - Chills
  - Fatigue
  - Headache
  - Congestion or runny nose
  - Diarrhea
  - Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19? Have you been exposed to anyone known to have Covid-19 within the past two weeks?

A ‘yes’ answer to any of the questions would result in a consultation with the school nurse and/or athletic trainer to determine if the athlete is able to participate.
SCS will provide a means of personal accountability for the supervised self-screening process as prescribed by the SCHSL. A list of these questions will be provided via paper along with a space for each work date - where the athlete will be asked to initial, thereby verifying [daily] compliance with the screening protocol. The team coach/trainer will be required to confirm that the screening process was followed per school policy.

### 5.11.2 Social Distancing for Athletes

By the nature of strength training and competitive sports, social distancing is compromised. If athletes are permitted to participate in fall athletic programs, then the risk of continuing contamination [community-wide] is somewhat less than at the present time.

However, while the risk of contamination exists, there are some practices that SCS will observe:

1. Athletes will enter via the locker room and/or Strength Training Center after school - isolated from other campus visitors.
2. The gym hallway doors will be locked to keep out visitors
3. Workouts divided into smaller group sections, where more distancing can be achieved
4. Outside workouts and activities spread out in the gym are encouraged

### 5.11.3 Hygiene Practices for Athletes

There are not a lot of opportunities to practice hygiene during a workout, but the reduction of virus cells can be achieved via disinfecting procedures.

1. When feasible, strength training equipment will be sprayed with Bioesque disinfectant between workout groups. This product is rated to kill human coronavirus after a one-minute exposure.
2. Coaches will have disinfectants and rags to clean equipment after individual use. As usual, athletes will be encouraged to wash their hands after each restroom use.

### 5.11.4 Protective Equipment for Athletes and Coaches

Masks and face covers are often not feasible for athletes in practice. Nor are latex or vinyl gloves. Per SCHSL guidelines, coaches will wear face coverings if the coach is routinely inside of a twelve foot social distance range. It may be difficult for coaches to communicate over longer distances with a face cover.
6.0 Orange Level Phase - Moderate Risk - Virtual Campus Operations

SCS employees and students will follow an increased Virtual Teaching Model with additional sanitation measures and modifications in place, as recommended by CDC guidelines and AccelerateED Task Force.

The Virtual Teaching Model includes:
1. Wearing of face coverings will be required for students (based on age) while on campus. Employees will be required to wear face coverings while on campus.
2. All SCS employees will work from campus unless necessary to be at home due to family needs and/or medical issues.
3. EE & ES classes will operate on campus on a regular daily schedule if determined safe.
4. MS & HS classes will operate virtually, not on campus at all.
5. SSS students will operate on campus if determined safe.
6. Employees will be required to wear face coverings while on campus.
7. Social distancing and classroom capacities may will be altered per CDC guidelines.

6.1 Communications

“[SCS] will engage in early, clear and consistent communications to students, families, and the community about changes in standard operations necessitated by COVID-19. This communication should include direct instruction to all students on the first day of school concerning new protocols and expectations.”(AccelerateED p.34)

6.2 Student Drop-off/Pick-up

SCS will reduce the contamination potential for students by spacing out drop-off and pick-up locations. Large early stay holding areas will be eliminated, with students going directly to homerooms upon arrival in the morning.

All students, upon arrival on campus, must pass a daily self-screening and temperature check. If a student can not answer the medical screening questions indicating no infection, then the student is not permitted entry, and is asked to quarantine until consulting with a physician about the need for Covid-19 testing. Covid-19 tests oftentimes take a few days to return results. If tested and awaiting results, the individual should not come to SCS. In the event the test results are
negative, SCS policy is to keep students with a fever or symptoms of illnesses at home until the symptoms have subsided for at least 24 hours. (Section 7.0)

6.2.2 Morning drop-off locations

Students will go directly into assigned classrooms.
1. EE: 1st floor T-wing East entrance
2. ES: ELS building West entrance
3. SSS: Sabre Center entrance
4. Families with students in multiple school levels will drop off at the appropriate location for the youngest child. Older students will be directed to the appropriate entrance.
5. Sabre Shop will be closed.

6.2.3 After school carline locations

1. EE: Half-day at 1st floor T-wing East entrance, Full-day (PreK4-K5) at Fine Arts entrance
2. ES: ELS building West entrance and rear parking lot
3. SSS: Sabre Center doors

6.2.4 Late arrival and Early dismissal for students

1. ES & SSS students arriving late will enter the front reception area on the cafeteria side and sign in at the kiosk. Students will receive a tardy slip and will move directly to the assigned classroom.
2. Students must pass a daily self-screening and temperature before entering the building.
3. Students dismissing early will be picked up at the appropriate location. Students will not be allowed to wait in the front reception area. The parent will notify the teacher or office assistant, then an employee will escort the student to the parent’s vehicle.
   a. ES: LS building West entrance
   b. SSS: Sabre Center doors
4. EE students with late arrival and early dismissal will contact the EE office using the EE cell phone number (864-423-2653) and wait at the T-wing East entrance, similar to the SummerQuest protocol.

6.3 Reduction of Transitions

SCS seeks to minimize the number of students transitioning at any given time. This may require modifications to the standard schedule, which could include:
1. EE & ES classes will transition as individual class groups at scheduled times, minimizing or eliminating the interaction with other class groups (i.e. recess, restroom breaks).

2. EE & ES specials teachers will come to the classroom at the scheduled time. The teacher will wear the necessary PPE and bring the needed materials, which will be sanitized.

3. SSS classes will be isolated to a section of classrooms with dedicated restrooms. Students will remain in the assigned classroom and teachers will rotate classrooms, minimizing or eliminating the interaction with other class groups.

4. Stairwells may be designated for a one-way traffic flow.

5. The front reception area will have a defined entrance and exit for a one-way traffic flow.

### 6.4 School Lunch

SCS will not have students gather in large groups to eat lunch in the cafeteria. SCS will offer a limited menu, typically some sort of meat-and-two vegetables meal with an occasional fast food option. Meals will be ordered ahead of time and paid in advance if possible, to reduce interactions in the line. Few “snack extras” will be offered.

1. EE & ES classes will eat lunch in the classroom. Lunch orders for EE & ES students will be delivered to the classroom.

2. MS & HS students attending SSS classes will be required to eat lunch in an assigned classroom or possibly outdoors. Students ordering lunch will route through the lunch pickup line at the scheduled time to minimize interaction with other students. Food pickup lines will be in the Sabre Commons where proper social distancing will be maintained. Students will wear face coverings while moving through the lunch line.

3. SCS may choose to deliver pre-ordered lunches to SSS classrooms to eliminate students waiting in the lunch line.

### 6.5 Sanitation Measures

SCS will require increased personal sanitation habits and increased sanitization of all areas of the facility as recommended by CDC guidelines.
1. Teach and require increased sanitation habits among students, faculty and staff through frequent and thorough hand washing, use of hand sanitizer stations and proper social distancing in classrooms and common areas.
2. Increase frequency of sanitation of utilized spaces.
   a. Faculty and staff cleaning common touch surfaces in classrooms and office areas more frequently throughout the school day.
   b. Using the electrostatic sprayer more frequently in common use spaces throughout the school day and at the end of the school day.

### 6.6 SCS Employees

All SCS employees will work from campus if feasible. Employees working on campus will pass a daily self-screening and self-temperature check. Face coverings will be required while working on campus. An employee not planning to work on campus will need administrative approval before working from home.

#### 6.6.1 Employee Screening Protocols

When arriving at SCS and prior to beginning work, SCS employees will be required to self-screen for Covid-19 symptoms based on a set of yes/no questions. These include:

Do you have any **one** of the following symptoms?
- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

Do you have any **two** of the following symptoms?
- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19?
Have you been exposed to anyone known to have Covid-19 within the past two weeks?
A ‘yes’ answer to any of the questions would result in a consultation with the school nurse and/or employee supervisor to determine if the employee is able to work on site.

If an employee can not answer the medical screening questions indicating no infection, then this person is not permitted entry, and is asked to quarantine until consulting with a physician about the need for Covid-19 testing. Covid-19 tests oftentimes take a few days to return results. If tested and awaiting results, the individual and family members living with them should not come to SCS. In the event the test results are negative, SCS policy is to keep persons with a fever or symptoms of illnesses at home until the symptoms have subsided for at least 24 hours.

### 6.6.2 Social Distancing for Employees

1. Employees will maintain the minimum social distancing standard of six feet whenever possible per CDC guidelines. Face coverings will be required while on campus.
2. Meetings will be held in rooms that permit proper social distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.
3. Meetings with parents will be conducted virtually or by phone.

### 6.7 Campus Visitors

SCS will be closed to non-essential campus visitors while operating in the Orange Level phase. Campus visitors include, but not limited to, parents, prospective families, vendors, contractors, and cold call visitors.

#### 6.7.1 Visitor Screening Process

Visitors will not be permitted on campus, unless the visit is deemed essential. The screening process for these visitors is:

1. Visitors will be permitted on campus by appointment only.
2. SCS employees who are expecting visitors will notify the front desk in advance of the visit and to greet the visitor(s) in the reception area as soon as possible. We want to welcome visitors warmly, proceed with an effective screening process efficiently, and move out of the reception area as quickly as possible to reduce the risk of contamination for everyone.
3. Visitors will be screened via a temperature check and a set of self-screening questions, presented to the visitor at the reception area, or possibly sent to the visitor electronically in advance. Using the kiosk, the visitor will answer the
questions during the sign-in process, acknowledging compliance with the screening protocol. After this, the SCS host and/or receptionist will invite the visitor to use the provided disinfectant.

4. Face coverings will be required while visiting campus. Disposable face coverings will be available at the front reception area for visitors. The SCS host will wear a face covering.

### 6.7.2 Social Distancing for Visitors

Visitors will not be permitted on campus, unless the visit is deemed essential. If a visit is authorized, the following social distancing guidelines apply:

1. Visitors will be guided to their destinations keeping in mind the minimum social distancing standard of six feet. Meetings will be held in rooms that permit this distancing. For example, a classroom may be used instead of a conference room, or a conference room instead of an office.

2. Tours will walk in the hallways, keeping clear of students and employees as needed. Stairs should be used whenever possible, as opposed to the elevator.

3. The visitor(s) should be escorted by SCS personnel, for security reasons and to prevent a visitor from entering an area with students and increasing the contamination risk for all. An exception may be made for parents visiting the Finance Office.

4. Once a meeting is completed, the visitor(s) should be escorted out of the building past the reception area, to limit the exposure for everyone. Final conversations should be held under the portico as opposed to in the area where other visitors may need to enter.

5. Visitors will be encouraged to use hand sanitizers when entering SCS buildings, and when leaving. Signage should be in plain view (in appropriate locations) that shows the SCS hygiene instructions for employees and students.

### 6.7.3 Vendors

1. Only essential business vendors will be permitted on campus by appointment only and will be required to pass a temperature check.

2. Face coverings will be required while working on the SCS campus, where feasible.

3. Vendors working inside the building will be screened via a temperature check and a set of self-screening questions, presented at the reception area, or possibly sent to the visitor electronically in advance. Using the kiosk, the vendor will answer the questions during the sign-in process, acknowledging compliance with the screening protocol. Then the SCS host and/or
receptionist will invite the vendor to use the provided disinfectant. This applies to vendors working in outside student-occupied areas also. (Section 5.7)

4. Vendors working outside in non-student occupied areas will be directed to the appropriate location and will follow the safety guidelines set by the company represented. A member of the Facilities department will be notified and will monitor the vendor.

6.8 Sabre Volunteers

There will be no SCS Sabre Volunteer opportunities on campus while SCS operates in the Orange Level phase.

6.9 Deliveries and Drop-off items

SCS will accept deliveries from various vendors at the front reception area during school office hours of 8am-4pm. SCS will not accept drop off items for students during the school day.

6.9.1 Vendor Deliveries (FedEx, UPS, USPS, etc.)

1. Deliveries will be accepted at the front reception area during normal office hours.
2. Drivers with large package deliveries will be escorted to the package area located across from the Media Center and will exit the building immediately. The driver will be required to wear a face covering.
3. Deliveries for the Copy Center will be directed to the rear glass door entrance with the exception of drop-off and pick-up times (7:45am-9am and 2:45pm-3:30pm).
4. Employees will notify the front reception of expected freight deliveries along with the contact name and the location of where the delivery will be received, if different than the front reception area.

6.9.2 Dropped off items

1. For employees: Small items and papers will be placed in the appropriate folder at the front reception desk to be delivered to mailboxes or offices. Employees will be notified of larger items to be picked up from the package area.
2. Finance payments:
   a. Families will be encouraged to pay online or by mail whenever possible.
b. Checks dropped off need to be sealed in an envelope properly labeled. Envelopes will be available at the front reception area.

c. Checks will be left at the front reception desk to minimize unnecessary exposure in the building during office hours.

d. The Business Office will not accept visitors. Families will be directed to contact the Business Office via phone or email to discuss concerns or questions.

e. Cash payments will be accepted only by the Business Office employee and will be handled at the front reception area or under the portico.

3. For students: SCS will not accept dropped off items for students.

4. Exceptions will be made for necessary medical items.

5. Athletic equipment: Athletic equipment will not be accepted at the front reception area. The parent will have to coordinate with the student to receive athletic equipment at the end of the school day.

6.9.3 Lunch deliveries for students

In an effort to minimize unnecessary exposure, parents will not be permitted to deliver lunch from outside vendors to a student. Students will have the option of ordering lunch provided by SCS or bringing a lunch from home.

1. Forgotten lunch boxes will not be accepted. Students will order lunch if a lunch box was left at home.
2. Parents will not be permitted to join the classroom during lunch.
3. Lunch treats for special occasions will need to be pre-arranged with the teacher and brought by the student during the morning drop-off time. Lunch treats will not be accepted at the front reception area.

6.10 Gathering Areas

Gathering areas include the playgrounds, athletic facilities, Fine Arts Center, cafeteria and Sabre Commons. Gatherings in these areas may be more limited per CDC guidelines.

1. Playgrounds: Class groups will rotate through the playground areas according to a set recess schedule to minimize interaction with another class group. Equipment will be sanitized between class groups.

2. Athletic facilities:
   a. PE classes will not meet while operating in the Orange Level phase.
   b. Athletic team practices will follow SCHSL recommendations

3. Fine Arts Center (FAC): Weekly Chapel events will not take place in the FAC at this time. Chapel will be conducted in the classroom via a recorded or live video message.
4. Cafeteria: Students will eat lunch in an assigned classroom.
5. Sabre Commons: The Sabre Commons area will be viewed as a hallway or a pass-through only space. Congregating of students, employees or visitors in this area will not be permitted, except for lunch pick up.

6.11 Athletics

If athletics is permitted to practice and compete, the program will follow SCHSL guidelines. It is very unlikely that SCS will be in the Orange Phase if high school athletics are permitted to operate.

The South Carolina High School League (SCHSL) has the authority to mandate the protocol for athletic programs, including the length of practices and equipment used. This statewide organization may also dictate restrictions of the proximity of athletes to one another, and to coaches. This guidance will be informed by the same experts and government agencies who advise the SC State Department of Education. SCS may need to adjust internal protocols, schedules, and safety practices to conform with this governing body.

It is also possible the guidance from the SCHSL will be generic in nature and rely on individual schools / districts to implement safety protocols for Covid-19 mitigation. In this case, SCS will rely on the multiple layered approach to meet or exceed state safety directives. This initial approach is detailed below.

The athletic trainer assigned to SCS, who is a hospital system employee, may also ask SCS to adapt / change safety protocols to confirm with the norms for all school athletic programs.

6.11.1 Athlete Screening Protocols

The athlete screening protocols are the same as in the Yellow Phase, copied below:

Athletes participating in team practices and events will be required to answer the following screening questions:
Do you have any one of the following symptoms?
- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough

Do you have any two of the following symptoms?
- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Have you or a family member living with you been diagnosed with Covid-19? Have you been exposed to anyone known to have Covid-19 within the past two weeks?

A 'yes' answer to any of the questions would result in a consultation with the school nurse and/or athletic trainer to determine if the athlete is able to participate.

SCS will provide a means of personal accountability for the supervised self-screening process. A list of these questions will be provided via paper along with a space for each work date - where the athlete will be asked to initial, thereby verifying [daily] compliance with the screening protocol. The team coach/trainer will be required to confirm that the screening process was followed per school policy. See Appendix C for an example form.

6.11.2 Social Distancing for Athletes

By the nature of strength training and competitive sports, social distancing is compromised. If SCS is in the Orange Phase then the risk of continuing contamination [community-wide] is significant. Athletic competition would only increase the risk of exposure.

However, while the risk of contamination is deemed by the SCHSL as manageable, there are some additional practices that SCS will observe:

1. Athletes will enter via the locker room and/or Strength Training Center after school - isolated from other campus visitors.
2. The gym hallway doors will be locked to keep out visitors
3. Workouts divided into smaller group sections, where more distancing can be achieved
4. Outside workouts and activities spread out in the gym are encouraged

6.11.3 Hygiene Practices for Athletes

There are not a lot of opportunities to practice hygiene during a workout, but the reduction of virus cells can be achieved via disinfecting procedures.
1. When feasible, strength training equipment will be sprayed with Bioesque disinfectant between workout groups. This product is rated to kill human coronavirus after a one-minute exposure.
2. Coaches will have disinfectants and rags to clean equipment after individual use. As usual, athletes will be encouraged to wash their hands after each restroom use.

6.11.4 Protective Equipment for Athletes and Coaches

Masks and face covers are not feasible for athletes in training. Nor are latex or vinyl gloves. Per SCHSL guidelines, coaches will wear face coverings if the coach is routinely inside of a twelve foot social distance range. It may be difficult for coaches to communicate over longer distances with a face cover.

7.0 Confirmed Covid-19 and Potential Infections

In spite of our best efforts, there is a high probability that persons in the Southside Christian School community will contract Covid-19. This section presents the protocols to deal with this situation.

7.1 Quarantine vs. Isolation

The CDC differentiates between the actions of (self) quarantine and isolation in regards to individuals and exposure to the Covid-19 virus.

**Quarantine**: is used to keep someone who might have been exposed to Covid-19 away from others. The quarantined person monitors his/her own health and effectively waits to see if the possible infection becomes a fact. A quarantined person may be waiting on the results of Covid-19 testing.

**Isolation**: is used to separate people infected with the virus from people who are not infected.

7.2 When Exclusion from School is Necessary

Students and staff should be excluded from school if they have any **one** of the following symptoms:

- Fever - defined as 100.0 or higher
- Shortness of breath or difficulty breathing
- Loss of taste or smell
- New or worsening cough
Students and staff should be excluded from school if they have any two of the following symptoms:

- Sore throat
- Muscle or body aches
- Chills
- Fatigue
- Headache
- Congestion or runny nose
- Diarrhea
- Nausea or vomiting

Note: SCS will perform temperature checks on students as they arrive each school day. Staff and visitors should self-screen before leaving for work each day. These are general exclusion criteria and may not be applicable in certain circumstances, such as a student with asthma having shortness of breath. The SCS school nurses will help determine if the exclusion criteria applies if specific cases warrant their involvement.

7.2.1 If Someone has Covid-19 Symptoms While on Campus

If students or staff members begin to show symptoms while on campus the following procedure will be followed:

7.2.2 If a Student Exhibits Symptoms

Students who exhibit Covid-19 symptoms while in class will be moved to the “sick bay” area - in the 1338 (former SCPM suite), where the school nurse can evaluate the student’s symptoms. Teachers will be given two primary instructions:

1. Press their call button and inform the receptionist that [student] is being sent to the nurse “for evaluation”. The receptionist will contact the nurse - who then can intercept the student before the student enters the health room, which is a “well” area.
2. No mention of Covid-19 or the specific medical symptoms will be announced via the intercom system, since this is public communication.

If the nurse determines that the symptoms are consistent with Covid-19, the parent/guardian will be contacted, and the parent required to come pick up their child. The student will be kept in the sick bay area until the parent arrives. The student will be given a mask to wear during the waiting period and the nurse will continue to monitor the student (while wearing appropriate PPE).

7.2.3 If a Staff Member Exhibits Symptoms
If an employee exhibits symptoms, the same isolation [in sick bay] will occur while the nurse evaluates him/her. If the nurse determines that the symptoms are consistent with Covid-19 and if the employee is able to drive home, the employee will be directed to leave campus and seek medical attention as soon as possible. If the nurse believes there is a risk for the employee to drive him/herself, then the employee's emergency contact will be reached to arrange transportation.

If the employee is confirmed positive and isolation is required -- and if the employee is able to answer questions -- the nurse and/or employee supervisor will track the employee’s movements and interactions while on campus during the 48 hours prior to the onset of symptoms. This will inform the next best steps as far as disinfection is concerned, and help SCS determine if other employees and/or students will require quarantining and possible testing.

If a **symptomatic** employee has been clinically evaluated and is being tested, SCS will:

1. Direct the employee to quarantine at home until results are known.
2. Direct employee family members with business at SCS to refrain from coming to campus.
3. Notify only SCS staff members who are responsible for school safety, staff members who may have worked in close proximity to the sick employee, the employee’s supervisor, and the school Superintendent.
4. Based on the proximity of other employees, precautionary quarantines may be requested of additional employees.
5. The offices and working areas of potentially infected employees will be treated with Bioesque disinfectant.
6. Develop a situational reaction plan in the event the test is positive. This plan would include:
   a. How to communicate the news within the SCS community, and to whom it is communicated. SCS will request permission to share pertinent details from the sick employee.
   b. SCS Nurses are mandatory reporters and are required to report known-positive situations. In such cases, SCDHEC will provide direction as to the SCS response.
   c. A plan to track potential exposure of additional employees, and arrangements for testing more personnel.
   d. A cleaning/disinfection plan extending beyond the immediate areas treated.
   e. A draft media statement, that could be refined and published in the event that SCS is contacted by the media.
Keep in mind that SCS is limited by HIPAA privacy laws as to the amount and type of information that can be communicated to the general employee population.

### 7.2.4 Sick Bay Procedures

While evaluating the employee, the nurse will wear protective gear and will limit visitors to the sick bay. The specific room will be thoroughly disinfected after each emergency evaluation. This group of rooms will be used (as opposed to the Health Room) for three reasons:

1. To prevent contamination of persons entering the health room (unaware of the evaluation in process).
2. To permit the ongoing use of the health room while the Covid-19 screening occurs in the sick bay rooms, and immediately afterwards if the screening shows a presumptive positive.
3. The room has an exterior exit door and is somewhat isolated from other school activities.

The sick bay rooms will have “nap mats” for sick students to use while waiting for their parent/guardian to pick them up.

### 7.3 Return to School Protocol

The criteria for a student or staff member to return to school depends on whether that person has been clinically evaluated, and the status of that evaluation. This section is based directly from DHEC guidance.

#### 7.3.1 Clinical Evaluation with Covid-19 Test

If the sick person has a positive Covid-19 test, then the return to school may be dictated directly by SC DHEC. In the absence of specific direction from DHEC, the following criteria will be met:

Home isolation end and return to school may occur after **all** of these three criteria are met:

1) No fever for at least 24 hours, without medicine that reduces fever  
2) Covid-19 symptoms have passed -- can pass the medical screening questions  
3) It has been at least 10 days since symptoms first appeared.

If the sick person has a negative Covid-19 test, but the symptoms of the disease, the following criteria will followed:
Home isolation end and return to school may occur after these two criteria are met:
1) No fever for at least 24 hours, without medicine that reduces fever
2) Covid-19 symptoms have passed -- can pass the medical screening questions

-AND-

Either of the following:
3) It has been at least 10 days since symptoms first appeared.
4) Two negative Covid-19 tests in a row, separated by at least 24 hours

### 7.3.2 Clinical Evaluation - no Covid-19 Test

Home isolation end and return to school may occur after **all** of these three criteria are met:
1) No fever for at least 24 hours, without medicine that reduces fever
2) Covid-19 symptoms have passed -- can pass the medical screening questions
3) It has been at least 10 days since symptoms first appeared.

### 7.3.3 Clinical Evaluation - Alternate Diagnosis

If a medical provider determines the sick person has an alternate diagnosis (not Covid-19), then the return to school will occur based on the healthcare provider directions.

### 7.3.4 Not Clinically Evaluated - Covid-19 Symptoms

Home isolation end and return to school may occur after **all** of these three criteria are met:
1) No fever for at least 24 hours, without medicine that reduces fever
2) Covid-19 symptoms have passed -- can pass the medical screening questions
3) It has been at least 10 days since symptoms first appeared.

### 7.4 Exposure Control

Persons who have Covid-19 symptoms are considered contagious up to 48 hours before their symptoms began. Persons testing positive, but with no symptoms, are considered contagious up to 48 hours from the time their specimen was collected.

If someone is exposed to a Covid-19 positive person, the quarantine determination depends on whether the exposed person has had "close contact" with the sick
Close Contact is defined as being within six feet of the sick person for 15 minutes or more.

Quarantine decisions are made based on “confirmed cases” - defined as a positive Covid-19 test and/or a clinical diagnosis from a physician.

7.4.1 Quarantine Rules - Household Exposure

If a student or staff member lives in the same household as a confirmed-sick person, but has not had regular close contact with the sick person - they will be required to quarantine for 14 days from the date of the last close contact, while the sick person was contagious.

If a student or staff member lives in the same household as a confirmed-sick person, with whom they have had daily close contact - they will be required to quarantine for an additional 14 days after the day their household member has been cleared from their isolation period.

If a student or staff member lives in the same household as someone in quarantine (not confirmed case), they will not have to quarantine themselves unless the suspected family member is determined later to be Covid-19 positive. The length of the quarantine will be determined by DHEC.

In all cases, entry into SCS requires passing the standard screening criteria.

7.4.2 EE or ES Student with Covid-19

If an EE or ES child has a confirmed case of Covid-19, SCS will take the following precautions:

- Children who are in the sick child's cohort will be identified, their parents informed that a student (unnamed) has a confirmed case.
- SCS will determine what other students in the cohort have been in close contact with the sick student. Parents of students who have been in close contact will be notified and the exposed student must complete a 14 day quarantine period. This quarantine period will begin from the last date of contact with the sick child while the sick child was believed to have been contagious.
- Teachers who have interacted recently with the sick child will be notified, so they can determine their own exposure risk and act accordingly. The teacher’s risk is related to whether there was close contact with the sick child while the child was deemed to be contagious.
7.4.3 MS or HS Student with Covid-19

If an MS or HS child has a confirmed case of Covid-19, SCS will take the following precautions:

- Students who are seated adjacent to the sick child, in each class, will be identified as having been in close contact due to proximity and length of exposure. Any other close contacts will be identified if possible (for example girlfriend/boyfriend).
- The parents of these students will be contacted and informed that a student (unnamed) has a confirmed case and that their child’s close contact mandates a quarantine period.
- The quarantine period is 14 days, beginning from the last date of contact with the sick student while the sick student was believed to have been contagious.
- Teachers who have interacted recently with the sick student will be notified, so they can determine their own exposure risk and act accordingly. The teacher’s risk is related to whether there was close contact with the sick child while the child was deemed to be contagious.

7.4.4 SCS Teacher with Covid-19

If an SCS teacher (or employee with regular student contact) has a confirmed case of Covid-19, SCS will take the following precautions:

- A determination will be made as to the students who have likely had close contact with the teacher, if any.
- Students who are confirmed to have close contact with the sick teacher will be asked to quarantine for 14 days, beginning on the date of last close contact while the teacher was deemed to have been contagious.
- Students who have not had close contact with the sick teacher are permitted to attend school - as long as Covid-19 symptoms are not present.
- A substitute teacher will be used -- for school scenarios Green and Yellow -- since on-campus instruction and classroom management is required. In the event that SCS is in the Orange scenario, the teacher may be able to teach virtually.
- SCS staff members who have come into close contact with the sick teacher will be identified and asked to quarantine as well.

7.5 When to Stop Face-to-Face, On-campus Instruction

Covid-19 cases (confirmed positive) will be shared with the SCDHEC in accordance with SC legal requirements. SCS will follow SCDHEC directions as to whether
discontinuing on-campus instruction and moving exclusively to remote instruction is required. SCS may choose to proactively transition to complete remote instruction if a substantial number of cases are active in our community -- even if remote instruction is temporary.