



Student Handbook COVID-19 Addendum

Effective 9/1/20

These procedures were developed using the Vermont Agency of Education “A Strong and Healthy Start” Guidance for Reopening Schools, Fall 2020. The Sharon Academy (TSA) has put in place a series of steps to provide a safe environment for our students and faculty. However, due to the nature of the virus, we cannot ensure a coronavirus-free environment. Our greatest asset in providing a safe space for in-person learning is our community. We ask that you follow the guidelines issued by the State and help TSA maintain a safe and healthy start to the school year. These guidelines, which are subject to change, include:

- 1) Wearing a mask in a public place (August 1 directive).
- 2) Keeping a small social circle and a list of people that you come into contact with.
- 3) Staying close to home.¹
- 4) Quarantining if you travel to counties that have a COVID-19 infection rate of more than 400 cases per million.²

Important Safety Measures

- **All staff and students are required to wear facial coverings while in the school building, as well as outside where physical distancing cannot be maintained.**
- **All staff and students will be screened for COVID-19 symptoms before they will be allowed to enter the school building.**
- **Social distancing guidelines will be followed as outlined in the guidance.**

COVID-19 Exposure

Exposure is defined as:

- Close contact with a person who has had COVID-19 within the last 14 days.
- Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before the illness onset until the time the patient is isolated.

Note: Students who have COVID-19 exposure or signs/symptoms of COVID-19 must not come to school.

¹ <https://www.healthvermont.gov/response/coronavirus-covid-19/traveling-vermont>

² <https://accd.vermont.gov/covid-19/restart/cross-state-travel>



COVID-19 Symptoms

Symptoms include the following:

- Cough
- Fever (100.4°F or greater)
- Shortness of breath
- Chills
- Fatigue
- Muscle pain or body aches
- Headache
- Sore throat
- Loss of taste or smell
- Congestion or runny nose
- Nausea, vomiting or diarrhea.

Before School

Students should complete the following before they leave home:

1. Have a parent or guardian check their temperature—if it is greater than 100.4°F, then they should not come to school.
2. Conduct daily monitoring for COVID-19 exposure and symptoms.
3. Check to make sure they have two facial coverings, one to wear and a spare.
4. Check to make sure they have all materials for the classes that day. (Lockers and cubbies will not be used until further notice.)

Signs and Symptoms That Begin At School

If a student or staff member begins to exhibit the signs and symptoms of respiratory disease during the school day they will be isolated immediately from other students and staff and arrangements will be made for them to go home as soon as possible.

- Students and staff will be required to stay home from school until they are no longer contagious.
- Students and staff with a fever greater than 100.4°F and no specific diagnosis will remain home until they have had no fever for 24 hours without the use of fever reducing medications (e.g., Advil, Tylenol).
- Materials, equipment, and furniture touched by the student who is sent home will be thoroughly cleaned and disinfected.

Stay Home When Sick: Exclusion and Inclusion Policies

Students and staff will be excluded from in-person school activities, if they:

- Show symptoms of COVID-19.
- Have been in close contact with someone with COVID-19 in the last 14 days.
- Have a fever (temperature greater than 100.4°F).

Students will be excluded from school until they are no longer considered contagious.

- Students with a fever greater than 100.4°F and no specific diagnosis should remain at home until they have had no fever for 24 hours without the use of fever reducing medications (e.g. Advil, Tylenol).



- A student who arrives from out of state must follow [Agency of Commerce and Community Development \(ACD\) and Health Department guidance](#) regarding quarantine before returning to school.
- A student who [travels out-of-state](#) at any point during the school year, to a county that has not been identified for safe travel, must follow Agency of Commerce and Community Development (ACD) and Health Department guidance regarding quarantine before returning to school.

Signs and Symptoms Exceptions

Healthy students and staff with the following symptoms/conditions **are not excluded from in-person school activities:**

- Allergy symptoms (with no fever) that cause coughing and clear runny nose may stay *if they have medically diagnosed allergies* and follow medical treatment plans.
- Well-controlled asthma.
 - **Note: A new diagnosis of asthma during the school year requires written confirmation from the student's healthcare provider to be provided to the school.**

Cases of COVID-19 in School

In case of a confirmed case of COVID-19 for a student or staff member from the TSA community the school will:

- Close off areas used by the sick person and will not use these areas until they have been cleaned and disinfected. These areas will be closed for at least 24 hours before this cleaning begins.
- Clean and disinfect all areas and shared equipment used by the sick person, where applicable.
- Participate in contact tracing as requested by the Vermont Health Department. They contact individuals who have tested positive for COVID19.
- Communicate with staff and parents/caregivers with general information about the situation as determined by confidentiality laws.

A student that has been identified as being in close contact with someone who has been diagnosed with COVID-19, must *self-quarantine for a minimum of 14 days and/or until they have a negative test*. See [guidelines](#) set forth by the Vermont Department of Health.

Facial Coverings and Personal Protective Equipment

“As of August 1, you are [required to wear a face mask](#) or covering in public spaces any time it is not possible to keep a 6-foot distance from others who are not part of your household.” ([healthvermont.gov](#)) **All staff and students are required to wear facial coverings while in the school building, as well as outside where physical distancing cannot be maintained.**

- Facial coverings should be clean and **cover both the mouth and nose**.
- Students who have a medical reason for not wearing a facial covering will not be required to wear one.



- Facial coverings may be removed during outdoor activities where students and staff can maintain physical distance and have ready access to comply with communication to put them back on as needed when activity stops.
- Students should not wear facial coverings while eating.
- Students' facial coverings should be clearly identified with their names or initials, to avoid confusion or swapping.
- When not in use, facial coverings should be stored in individually labeled containers or paper bags.
- Face coverings should be washed after every day of use and/or before being used again, or if visibly soiled.
- The use of clear facial shields for students and adults is allowable as long as they meet all the health guidance of the Vermont Department of Health. Face shield should extend below the chin and to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece.

Visitors

- No outside visitors or volunteers are allowed, except for employees or contracted service providers for the purpose of special education or required support services, as authorized by the school.
- Parent/family visits will occur by appointment only in the school office.

Lunch

- Students who have requested food will have it delivered to their class prior to the lunch block.
- Students may eat inside their designated advisory classroom at the appropriate social distance.
- Students may eat outside the building at the appropriate social distance.

At The End of the School Day

- Unless involved in after school activities students should have plans to go home directly after school.
- Students involved in permitted after-school activities should go directly to the location where these activities take place.

Arrival Protocols

Each morning, students will undergo a health screening protocol, including:

1. Daily health check questions
2. Temperature check
3. Confirmation of emergency contact information in case a student becomes symptomatic

A student that has any symptoms of COVID-19, or who has been in close contact with who has COVID-19, will not be allowed to attend school that day and will go home in the vehicle they arrive in.



- **Arriving by Car**

Student(s) traveling with a parent/guardian or in a carpool when the vehicle is leaving campus should remain in the vehicle until a staff member approaches to complete the daily health screening. Student(s) should exit the vehicle for the screening **but the vehicle should remain until this is complete.**

- **Arriving by Bus**

Students who ride one of the buses to school will follow the procedures used by the bus company for its riders. All students riding a bus are required to wear a facial covering.

- Students arriving on the Hartland bus will have their screening and temperature checked when they arrive at school.
- Students arriving on the Rochester/Stockbridge and Chelsea/Tunbridge buses will have their screening and temperature checked at the Middle School.
- **Note:** It is important that students riding the bus take a temperature check at home before departing for the bus. **Any student who has a temperature greater than 100.4°F will self-isolate at school until picked up by a parent or caregiver.**

Additional High School Protocols

- **Student Drivers**

Students who drive themselves and other students to school will stay in their vehicle until the health screening staff member can complete the health screening.

- **Entering the High School**

- Students will wear a mask and maintain social distancing at all times.
- Students will enter by the assigned door and wash/sanitize their hands.
 - i. Students with an A block class in the bio/physics wing will enter by the right hand side entrance. (Entrance Number 1)
 - ii. Students with an A block class in the humanities wing will enter by the main entrance. (Entrance Number 2)
 - iii. Students with an A block class in a Moore Hall area classroom will enter by the left hand entrance. (Entrance Number 3)
- Students will proceed directly to their first period class.
- Parents or guardians will not be allowed to enter the building unless they have an appointment.

- **Moving Through School**

- Students should maintain social distancing inside and outside the building.
- Lockers and cubbies will not be available and students should carry their school supplies.
- At the end of class students pass to their next class in a counter-clockwise direction using the appropriate building exit and entrance when necessary.
- During non-passing times students and staff can move in both directions.