

Elfers Christian School

PROCEDURES AND GUIDANCE REGARDING: Face Coverings, Personal Protective Equipment (PPE), and Application of Code of Conduct Necessitated by COVID-19

Bullet Point Version

- Will students wear masks in classrooms?
- The wearing of a masks and/or face shields may be declared mandatory for all staff and students if COVID-19 infections remain high or rise. ECS at this time will require students to wear a mask to and from their classroom at both arrival and dismissal. Students may remove them once they get to class. Student wear will be a matter of parental choice in class. Students and staff will be encouraged but not mandated, to wear masks during the day when in the instructional classroom environment.
- Will students be expected to socially distance?
- In many school settings at ECS, students will be socially distanced to the extent possible and feasible. At the elementary school level, and even with our MS/HS where social distancing will be extremely difficult, students will spend most of the school day interacting only with students in their class or grade level. By limiting their exposure to the least number of students, we reduce the chance of infection.
- Will MS/HS students be expected to wear masks on campus?
- Middle & High School students (7-12) will be required to wear their personal protection masks when they change classes between periods.
- Will Elementary students be expected to wear masks on campus?
- Elementary classes stay together as one (1) class and will change venues as a single class without mandatory masks. Masks will be required for arrival and at dismissal, until they reach their classroom.
- Will temperatures be taken on campus?
- Temperature check points and random classroom checks will be conducted at arrival and be conducted during the day for all K-12 students.
- What about visitors and parents?
- Visitors and parents coming on campus or coming into the Offices will be required to wear a mask.
- What types of face masks (PPE) may be worn?
- **Face coverings will be interpreted broadly to include** items such as masks, scarfs, bandannas, fishing buffs, and other items made of a suitable and safe material that will cover the wearer's nose and mouth and prevent or reduce the release of respiratory droplets from the wearer's mouth or nose. Face coverings must cover both the nose and mouth. They may not be distractive, offensive or create undue attention while on the ECS campus. The sole interpretation lies with Administration on a daily basis.

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Purpose:

The Principal/Administration for Elfers Christian School has been directed and authorized to implement the recent emergency guidelines, in concert with or adapted from the Pasco County Commission and/or the Pasco County School District, in order to benefit the operation of ECS as a private school, in order to minimize the spread of COVID-19, to reduce the risk of exposure, and to protect the health, safety, and welfare of students, staff, and the community. In accordance with the restrictions and purposes set forth in that emergency rule, along with any restrictions set forth by Florida and Federal law, the ECS Principal/Administration, with assistance of The ECS School Board, has created and hereby directs school staff to implement procedures set forth herein.

Face Covering and Social Distancing and Hygienical Requirements:

All employees, contractors, visitors, and students shall wear a mask or other face covering when arriving to school and entering buildings, dismissing classrooms and buildings, and while on school campus and/or engaged in specified school activities. **Student and instructional staff mask wear shall be optional in the self-contained, grade level classroom during instruction or staff supervised activities.** Where social distancing is maintained in the office areas or work environment, masks are optional for staff, but shall be worn to greet visitors or parents in the office areas. This rule of general application is subject to the enumerated exemptions and exceptions set forth herein. Please review this important information regarding additional requirements and the safe use of face coverings.

Proper social distancing shall be observed to the extent possible, however on a campus with limited space, it is understood and accepted as a challenge for most areas involved. Students, staff, and visitors should remain six (6) feet away from persons that are not members of their household whenever feasible and possible.

All individuals should wash their hands often with soap and water or use hand sanitizer, which has been placed throughout the school buildings.

Conduct:

Additionally, in an effort to minimize the spread of COVID-19, and to reduce the risk of exposure, the following conduct is identified as prohibited and contrary to Policy:

Level I

- Persons that are exhibiting symptoms such as an elevated temperature, fever, coughing, sneezing, or flu-like symptoms are not permitted on FBC Elfers / Elfers Christian School property or at school-sponsored events.
- Students, staff, contractors, and visitors who are not members of the same household should engage in proper social distancing, which directs them to remain at least six (6) feet apart - when possible and feasible.

- Students, staff, contractors, and visitors must utilize and wear face coverings in a manner that is consistent with the Pasco County emergency rule and these procedures. Students that refuse to abide by these face covering requirements will be referred to administration and an immediate resolve shall be determined.

Level II

- Students may not steal, hide, vandalize, destroy, or otherwise intentionally interfere with another person's ability to wear a face covering or personal protective equipment.
- Facial coverings and personal protective equipment that are not being utilized under any of the permissible circumstances contained in this rule are to be stored in the owner's pocket or on their person. Such coverings or equipment are not to be laid on tables, desks, drawers or any other location.
- Facial coverings and personal protective equipment that are not new and unused are not to be shared.
- Students may not purposefully engage in conduct that would lead to the intentional spread of COVID-19, or who otherwise behave in a manner that could lead a reasonable person to believe that they are attempting to cause the intentional spread of COVID-19.
- The usage, possession, and sharing of tobacco products, dip, chew, cigarettes, e-cigarettes, vape-pens, and similar items have always been banned and restricted for ECS students, on or off campus . These behaviors are of increased concern in our community during the COVID- 19 emergency.
- Spitting on School Board-owned property in areas trafficked by persons is not permitted during the COVID-19 state of emergency.
- Students who are not members of the same household should not share writing utensils, eating utensils, drinks, snacks, or food in such a way that could lead to an increased risk of exposure to COVID-19.
- Students that are not members of the same household are to avoid public displays of affection such as hugging, kissing, and otherwise being in close proximity that is not consistent with social distancing.

Additional Guidance:

When to Wear/Remove a Face Coverings:

- Remember, COVID-19 is primarily transmitted through speaking, coughing, or sneezing.
- The face covering must cover your nose and mouth completely.
- A face covering is required on all school buses, in all church campus buildings, in all school buildings and during all school-sponsored events and activities, and at any time that a person is on FBC Elfers / Elfers Christian School property except as otherwise stated herein. This requirement is applicable to all students, employees, contractors, parent/guardian(s), and visitors on FBC Elfers / Elfers Christian School property and/or attending a School sponsored event.
- Athletes are encouraged and allowed to, but not required to wear face coverings during practice and play. Students participating in Physical Education class will be with their class only, and it is optional to wear a face covering during P.E. class and/or activities, whether in doors or outside.
- Everyone is responsible for supplying their own face coverings and optional personal protective equipment (PPE). School buildings will be stocked with a limited number of disposable face masks for visitors or emergency situations only.
- The face covering should be put on upon arrival at ECS or a FBCE Elfers building before exiting your vehicle in the parking lot when proper social distancing is not possible.
- The face covering must remain over the mouth and nose at all times while inside all buildings, walking through both indoor and outdoor common areas such as hallways, stairways, and elevators, until the student enters their self-contained classroom. When multiple classes are changing venues or changing classes with other grade levels present, masks are to be worn. Once students are in their self-contained classroom, face masks are optional for students and instructional staff.
- Face covering may be removed outdoors where social distances of 6 feet exists, when in a self-contained classroom with an instructor, and at the end of the day after exiting the building and in the parent's vehicle or when social distances of 6 feet exists.
- Since eating and drinking with a face covering in place is not possible, it can be removed during lunch or snack times.

Face Coverings and Personal Protective Equipment:

- For the purpose of this rule, **face coverings will be interpreted broadly to include items such as masks, scarfs, bandannas, fishing buffs, and other items made of a suitable and safe material that will cover the wearer's nose and mouth** and prevent or reduce the release of respiratory droplets from the wearer's mouth or nose.
- Face coverings must cover both the nose and mouth. Face coverings must be worn in accordance with established guidelines. Ineffective mesh face coverings or purposefully wearing face coverings incorrectly or punching holes in them or otherwise modifying them in such a way that degrades effectiveness is prohibited.
- Face coverings and personal protective equipment may not be worn in a manner that conceals the wearer's entire face. Face coverings such as ski masks, gas masks, Halloween masks, costume masks, ninja masks, pantyhose, full face masks, or other face coverings that obstruct a wearer's vision or face are not allowed absent a legally protected right.
- Face coverings and personal protective equipment must otherwise comply with the

applicable standards of dress as set forth in the ECS Student Handbook, and shall not contain profane, offensive, or disruptive subject matter thereon. Failure to abide with this provision will subject the student wearer to discipline under the ECS Student Code of Conduct and the student may be sent home when the mask contains content that would be inappropriate for continued use in the educational environment. Non-students may be removed from the school property for failure to comply with this provision.

- Face coverings and personal protective equipment must be utilized by one person alone. Such coverings and equipment should not be shared.
- Face coverings and personal protective equipment may not be utilized in a manner that disrupts the educational environment. Any disruption of the educational environment may subject the student to discipline under the ECS Student Code of Conduct.

Proper Care of Your Face Covering:

If using a disposable face covering, it should be discarded after each use.

Cloth face coverings should be washed after each use, at least once per day. Use detergent and hot water. Dry the face covering completely on your dryer's highest heat setting. If you do not have a dryer, dry the face covering in direct sunlight if possible. If you must reuse your face covering before you wash it, wash your hands after you put it back on and do not touch your face. Throw away cloth face coverings that:

- No longer cover your nose and mouth
- Are stretched out or do not stay on your face
- Have damaged ties or straps
- Have holes or tears in the fabric
- Have been exposed to or contaminated by COVID-19

Permissible and Optional Personal Protective Equipment and Precautions:

As the situation regarding COVID-19 changes, the School, parents, students, and staff may find it important and necessary to utilize other forms of Personal Protective Equipment (PPE), which may include, but is not limited to gloves, face shields, clear or tinted eyewear, respirators, or other garments or equipment designed to protect the wearer or third parties from infection. To the extent that the usage of such items does not otherwise violate the other provisions contained in the emergency rule or these procedures, or otherwise create a substantial and material disruption of the educational environment, then the School may allow such additional Personal Protective Equipment (PPE) to be permitted with prior Administrative approval.

To the extent that the use of PPE becomes prevalent, then the School may amend these procedures document to provide further guidance on the use of PPE.

Parent/guardian(s) of Elementary Students (under supervision of the classroom teacher), Middle School and High School students are permitted and encouraged to supply their children with anti-bacterial disinfectant wipes, which their children can utilize to clean their workspaces both prior to, and after utilization of the workspace. The schools will also be disinfecting workspaces throughout the day. However, this additional precautionary cleaning can only help to keep our students and schools safe. Given the age and varied maturity of elementary school students, it

would not be appropriate for them to maintain and utilize such cleaning supplies on their own. As such, it is incumbent on their schools and staff to take reasonable steps to clean and disinfect the workspaces of our elementary school students. Depending on the age and grade level, instructions and supervision will be conducted in each elementary classroom for reasonable and prudent student involvement and participation in the personal workspace cleaning activities.

Medical Exceptions:

There are certain medical conditions for which wearing a face covering is contraindicated. All requests for a reasonable accommodation from the requirement to wear a face mask will be considered in accordance with the School's policies and procedures as well as all applicable laws, including the Americans with Disabilities Act, as amended, 42 U.S.C. § 12101, *et seq.*, § 504 of the Rehabilitation Act, as amended, 29 U.S.C. § 794, the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, *et seq.* and/or any other applicable federal, state or local laws.

- Employees who have an underlying medical condition that impacts their ability to wear a face covering should contact his/her worksite supervisor or the Office of Employee Relations to request an accommodation. Medical documentation will be required for a reasonable accommodation that would exempt an employee from wearing a face covering to be granted.
- Students with a medical or mental health condition that impacts their ability to wear a face covering should address the request with his/her individual school (see additional information, below).

Procedure Modifications Due to Prevailing Conditions:

The Principal/Administration of ECS may modify any procedures or processes utilized to implement the protective efforts contained in the Pasco County emergency rule so as to align efforts and actions with the prevailing conditions and local circumstances relative to COVID-19, as well as any additional or amended guidelines issued by the CDC and other health authorities. Any modification of process and procedures by the Principal/Administration of ECS for the reasons set forth herein may be implemented immediately.

However, the Principal/Administration's modification of the procedures on an emergency basis must go before the School Board at the next regularly scheduled meeting, or emergency meeting for approval. If the School Board fails to approve the Principal/Administration's emergency modification of process or procedures derived from this emergency rule at the next regularly Board meeting, or otherwise fails to indicate that it will take the matter up at a future meeting, then the emergency modification will expire at the conclusion of that Board meeting.