



THE FRANCES XAVIER WARDE SCHOOL

Health and Well-Being Procedures and Facility Implications

Implications for Health & Well-Being focuses on the guiding principles and standards, procedures, and protocols – and FXW is examining the best and safest way to reunite our community this fall. We acknowledge that certain considerations may appear to be too stringent and others not enough. In partnership, the School will establish an FXW Response Team, consisting of administrators, faculty members, nurses, counselors, and trustees in collaboration with public health experts and medical professionals within and beyond the FXW community to review and to calibrate key measures in advance of and throughout the 2020-2021 school year.

Considerations are evolving and will continue to be updated to reflect requirements and recommendations as they become available to the School.

Overarching Principles

The following principles reflect the standards, procedures, and protocols FXW is evaluating for implementation through the 2020-2021 school year. We have developed more specific Guiding Principles which include:

1. Prioritizing facility spaces and supplies
2. Monitoring illness
3. Maintaining physical distancing
4. Promoting daily hygiene routines
5. Evaluating restrictions
6. Ongoing Social/Emotional and Mental Health Support

While specific decisions and plans will be finalized over the next several months as more information and updated public health guidelines are issued, strategies are being developed in the following areas including but not limited to:

1. Prioritizing Facility Spaces and Supplies

FXW has established heightened deep-cleaning and disinfection protocols. While already a consistent practice, the School will disinfect all buildings and equipment on both campuses prior to anyone returning to FXW this fall.

As the year continues, frequent sanitization of soft and hard surfaces, electronics, and equipment will be required. FXW is also considering all options for social distancing within the classrooms for both campuses. This may result in some alternative locations for some classes.

We will disable all water fountains requiring touch and activate the existing touchless water fountains only and add new touchless water fountains where necessary. More specifically, the School will follow CDC recommendations:



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- Clean, sanitize, and disinfect frequently touched surfaces multiple times per day
 - Avoid use of items that are not easily cleaned, sanitized, or disinfected
 - Verify and maintain that all ventilation systems continue to operate properly
 - Ensure safe and correct application of disinfectants and keep products away from students
 - Maintain a minimum reserve of a recommended 30-day supply of soap, disinfectant spray, hand gel, and paper products
2. Monitoring illness – screening and reporting – within our community will be a significant factor, planning for and responding to mitigation, containment, and possible spread of COVID-19 impacting FXW.

Therefore, the School will implement a protocol that requires parents to conduct a daily screening of their child and report to the School to determine the health and exposure of students before arrival. In addition, students will receive temperature checks in their cars or in a designated outside area (if walking to school) at the OSP campus. Upon arrival at the HNC campus, students will walk through a temperature scanner called Safe Check. Faculty and staff will complete a pre-screen form before coming to campus.

It will be important for the School to have knowledge if anyone has tested positive for COVID-19, resides with someone who has tested positive for COVID-19, and/or has come in direct contact within a 14-day period with someone who has tested positive for COVID-19. Tracing diagnosed cases within our community allows us to have a better understanding of the overall school-wide health condition, localized to campus, building, and classroom.

If a student or faculty/staff member is diagnosed with COVID-19, FXW's Response Team who will be trained in maintaining healthcare protocols will adhere to CDC procedures including:

- Identify an isolated area for anyone who exhibits COVID-like symptoms during the hours of operation, ensure that students are not left without adult supervision, and establish a plan to transport home
- Notify staff and families immediately of any confirmed cases of COVID-19 while maintaining privacy and confidentiality
- Close off areas used by any sick person and do not use them until they have been disinfected. Advise students and/or staff members not to return until they have met CDC criteria to discontinue home isolation
- Inform anyone exposed to a person diagnosed with COVID-19 to stay home to monitor for symptoms and to follow CDC guidance if symptoms develop.
- Defer to local health officials to determine a course of action and potential closure of school, campus, or building



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3. Maintaining Physical Distancing

Until a vaccine is widely administered, COVID-19 will continue to impact communities, requiring a mitigation response while maintaining physical distancing measures. Understanding that schools, by design are antithetical to physical distancing, FXW will adhere to guidelines in order to maintain a safe learning environment. To practice physical distancing, the CDC recommends:

- Stay at least 6 feet from other people
- Do not gather in large groups (lunch, recess, and School assemblies will be reimaged)
- Rearrange furniture and seating spaces to maximize space between students
- Follow visual aids in lobbies, hallways, and stairwells that reflect traffic flow (one-way systems)
- Avoid communal supplies
- Use touchless water fountains only

4. Promoting Daily Hygiene Routines

Reinforced through training and signs throughout both campuses, hygiene practices (coughing/sneezing etiquette, handwashing, wiping down tables, chairs, and equipment) will be promoted consistently throughout the day. Upon entering and exiting each building, students, faculty/ staff, and parents will be required to utilize sanitizing stations provided by the School. In addition, entering and exiting classrooms or restrooms, students and faculty/staff members will be required to use hand sanitizer. Before and after recess, lunch, and other outside activities, all FXW community members will be required to wash hands upon entering any building.

Recommended by the CDC, “handwashing strategies include washing with soap and water for at least 20 seconds, especially after going to the restroom; before eating; and after blowing nose, coughing, or sneezing.” While facility team members will deep clean spaces after hours as well as wipe down door handles and hard surfaces during the day, students will partner with faculty/staff to prioritize regular cleaning practices for desks, equipment, writing utensils, and other classroom materials.

Another element to daily hygiene is face coverings or masks. “CDC advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others.”

FXW recognizes the evolving recommendations from the CDC and will continue to gain a clearer understanding approaching the 2020-2021 school year. At minimum, according to the CDC, face coverings are most essential at times when physical distancing is not possible. Students are expected to bring their CDC-recommended personal face covering to FXW each day.

Most likely, cafeterias on both campuses will be used for other purposes rather than serving food in order to control the health and safety of the environment. Therefore, the distribution of food and delivering meals to students will take place in a methodical manner. Again, HCF, the School’s dining partner has been collaborating and reviewing with FXW strict food deliver protocols in advance of the 2020-2021 school year. Further determinations on our ongoing partnership in the fall are under consideration.



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5. Evaluating Restrictions

Transitioning to the 2020-2021 school year, FXW is evaluating various levels of restrictions on both campuses. In order to control and monitor the environment under shifting health conditions, movement on and off School campuses will have to be reconsidered as well as how we check students in and out of school, volunteering, parent and student led conferences, and utilization of buses.

FXW will impose a strict protocol for any visitor entering either campus regarding substitutes, tutors, high school representatives, vendors, and any other external individuals to FXW.

6. Ongoing Social/Emotional and Mental Health Support

The School is committed to supporting the ongoing development of social/emotional skills and meeting the mental health needs of our students, especially during this time of uncertainty and global trauma. As such, we have purchased the [Second Step Program](#) to implement direct teaching of social and emotional skills and are dedicating more time each week to our middle school advisory program at HNC. Our counseling team also remains dedicated to consulting with teachers and parents and providing direct support to our students. We continue to develop our new protocols for offering this supports in safe and beneficial ways.



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