



## **2020-2021 Reopening Plans for Department of Health: July 31, 2020**

The following Reopening roadmap comes from extensive research and collaboration over the past several months among members of the COVID task force. Our planning has been grounded in research, directives and recommendations from the Centers for Disease Control, Department of Health, New York State Department of Education, New York State Association for Independent Schools and the Governor of New York. We are grateful for the hard work and commitment shown by so many in preparing for the 2020-2021 school year.

The planned strategies, practices and protocols below represent the professional consensus of the most current research; our approaches to health and safety will be continually updated as we learn more. Our community's commitment to these practices not only safeguards the entire BFS community but plays an important role in the safety, health and well-being of our broader community.



### **Reopening of In-Person Instruction**

#### **Capacity and Social Distancing:**

- Main building (Pearl Street) capacity is normally for Preschool through 8th grade. The only students who will be present are Preschool through 4th grade, reducing overall building's capacity by 40%. This will allow for smaller classroom pods. A space packing efficiency program was used as a guide to estimate individual rooms' capacity.
- The two year old program (Family Center) will create smaller class sizes in a separate and dedicated building.
- Only students and staff will be permitted in school buildings to maintain proper social distancing in common areas.
- All students and staff will remain in their pods throughout the day. Students will remain in limited classroom spaces which will be sanitized after use.



- There will be a staggered arrival and departure of students throughout the morning and afternoon to maintain six foot spacing outside of buildings and in common spaces.
- Students will take the stairs, maintaining six foot spacing, with elevators reserved for those needing the accommodation.
- Stairwells will be one direction at a time.
- Signage will be placed throughout the building to indicate six foot spacing, reminders of social distancing, proper hygiene (hand sanitizing), directionality, use of masks.

#### Health, Hygiene and Disinfection Protocols

- Security personnel and all staff will be ensuring all health protocols are followed at all times.
- Masks will be required at all times on school premises - 2,000+ masks have been purchased in both adult and children's sizes. Face shields have been purchased that will be accessible to all colleagues.
- Temperature checks upon entering buildings - 150+ thermometers (both handheld touchless and stationary kiosks) have been purchased. Every classroom space will have a thermometer.
- Hand sanitizing upon entering buildings and every room throughout the buildings.
- Multiple touchless hand sanitizer dispensers in hallways and common areas will be installed.
- Ample supply of hand sanitizer has been purchased as well as gloves.
- All students and staff will be required to wash hands or use hand sanitizer before entering the classroom, before and after eating, before and after bathroom use, before and after recess and about every 2 hours.
- Facilities staff have been trained in proper cleaning and sanitizing protocols.
- All bathrooms will be cleaned and sanitized multiple times each day.
- Hallway and frequently touched surfaces will be disinfected multiple times each day
- At the end of the day, every room that has been occupied will be first cleaned, then disinfected with an electrostatic sprayer and disinfectant fogger.
- HVAC system will be run 2 hours before the start of the school day to maximize air quality.

#### Operational Activity:

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- For the first 8 weeks of the school year, the only in-person instruction taking place will be for Family Center through 4th grade. 5th through 12th grade will be virtual only. A reassessment will take place at that time to determine if more or less individuals should be allowed in the school buildings.
- Every class will be split into two cohorts, with no more than 10-12 in most classroom spaces.
- All classroom and instructional spaces have been inventoried and are being configured to ensure six feet of spacing between desks/workstations.
- Space has been reconfigured with classroom furniture modified to meet space distancing needs. Extra furniture is being moved to a storage facility.
- Larger spaces, including gyms, library, dance studios and Meeting House will be repurposed for accommodating larger groups as required.
- Physical activity will be primarily limited to outdoor space, including the rooftop playground and the street in front of the building as deemed appropriate. Online physical education will take place at home.
- Family Center and Preschool students will have access to dedicated indoor spaces for gross motor play. Each space will be cleaned and disinfected after every use.
- To minimize students moving to other spaces, specialty classes (ie art, music science) will take place in the classroom virtually, with specialty teachers video conferencing in as necessary.
- Kindergarten through 4th grade desks will all be outfitted with a clear student desk shield.

#### Restart Operations:

- BFS has been working with Stone House Group who have done a full assessment of the ventilation and air flow systems in all buildings. Stone House will continue to monitor the effectiveness of our systems throughout the school year.
- Work has been done this summer to ensure that every window at Pearl Street (that does not have an air conditioning unit) is fully operational and can open and close.
- Guidelines require that 20% of the air pumped into a room should be fresh air, with the remaining recycled air. We will be increasing this percentage during the school year where possible.
- Systems and protocols are being established to quickly and efficiently move students in and out of the school building during arrival and dismissal times.



### Auxiliary Programs

- Large group assemblies for both students and staff will be held virtually.
- All afterschool programming, clubs and classes will be virtual only.
- All afterschool athletic activities have been postponed until at least January.
- No early care or afterschool care will be offered.

### Vulnerable Populations:

- All staff will be provided with masks, as well as face shields and gloves if they choose.
- An all-staff survey was conducted to identify those who feel they are in a vulnerable category. Those who expressed a concern are being addressed on an individual basis. The goal is to be able to accommodate where essential and possible.
- All students will be provided with cloth masks and desk shields (K-4).
- All students in Preschool through 4th grade will be able to choose a remote option for learning if they need it.
- 5th-12th grade students will be participating remotely.

### Food Services:

- Students in 3rd and 4th grade will have lunch provided by the cafeteria with concern taken for students with demonstrated food allergies.
- Food will be delivered to classrooms in individual containers.
- Family Center through 2nd grade students will bring food from home.
- Staff will be able to pick up prepackaged lunch from cafeteria in a socially distanced manner.
- Cafeteria staff will adhere to highest standards of hygiene protocols. Including gloves, gowns, masks, and frequent hand washing.

### Mental Health, Behavioral, and Emotional Support Services and Programs:

- Three full time counselors and one part time counselor are made available to all students and families Family Center through Upper School. To acknowledge the current situation, one of the part time counselors was increased to a full time role this year.
- Three full time nursing staff will be available to support the counselors in providing social emotional support.



- Counselors and nursing staff will lead training for all staff in the opening days of school focusing on safety, health and wellness protocols, and communication with families.
- During opening days training, staff will be taught how to identify signs of social emotional concern and distress in students.
- Social emotional resources are available on the school's website for all families to access.
- Counselors will continue to offer open dialogues for families on how to speak with their children throughout the school year.

Communication:

- Signage will be placed throughout the building to indicate six foot spacing, reminders of social distancing, proper hygiene (hand washing and sanitizing), directionality and use of masks.
- Prior to the start of school, families will receive clear instructions on what to expect when they return to campus, expectations around social distancing, masks, hygiene etc.
- The school website will continue to provide daily updates on messages to the community, resources etc.
- The school commits to regular communication with families with regular open conversations with division heads and head of school.



## Monitoring

### Screening:

- No visitors will be permitted to enter school buildings, this includes in-person admissions tours..
- All students and staff have temperature checks on entering the buildings every day. Every classroom will also have a handheld touchless thermometer accessible.
- We are looking to adopt an app based system that all community members could utilize to enter student health data prior to entering school each day.

### Testing Protocols:

- To minimize cross contamination from those outside our immediate community the school will not permit outside visitors, will not have an in-person admissions office, staff meetings and community gatherings will all be virtual.
- Families and colleagues in any high alert states or countries will be required to self quarantine 14 days before the start of school.
- If any member of the community exhibits COVID symptoms, they will be required to be tested and quarantined until a negative test result comes back.

### Testing Responsibility:

- The school will not be administering COVID testing on campus.
- Assistant Head of School, in consultation with nursing staff, will be responsible for instructing members of the community when testing is required.

### Early Warning Signs:

- Nursing staff are receiving COVID specific training to follow proper testing and identification protocols.
- During opening days, nursing staff will conduct training for all staff on identifying early warning signs for the virus.
- Maintaining contact with parents/guardians when students are absent due to illness.
- Security guard will take each child's temperature upon arrival at the school entrance. If temperature is 100 degrees or higher, the nurse will go to the student and conduct a tympanic scan for temperature.
- If the second scan is also 100 degrees or higher, the nurse will call the child's parents with instructions that the child needs to go home immediately and seek medical attention and follow BFS protocol to return to school.



## Containment

### School Health Offices:

- A new nursing suite is being created to isolate students and staff exhibiting signs of COVID. There will be three discreet spaces within the suite for all circumstances necessitating health services.
- Parents/Guardian will be immediately contacted to retrieve students exhibiting signs of COVID.

### Isolation:

- An isolation space will be identified in the new nursing suite to contain students or staff if they arrive at school exhibiting symptoms or they manifest symptoms during the school day.

### Collection:

- The nursing suite is immediately adjacent to the entry to the building. Parents will be instructed to pick up students there, limiting their interaction within the school building.

### Infected Individuals:

- All students and staff with a confirmed COVID diagnosis will be required to have a negative COVID test and clearance note from doctor before returning to school buildings.
- As per the CDC, a person must be fever free (less than 100F) for 3 days with no fever reducing medications and improvement of symptoms, and must be 10 days post-symptom (No symptoms in the last 10 days) and report general feelings of wellness.

### Exposed Individuals:

- All students and staff who are exposed to COVID must complete quarantine as recommended by the CDC and receive a negative test result before returning to school buildings.

### Hygiene, Cleaning, and Disinfection:

- The school will prioritize tracing of infected or exposed individuals and will clean and sanitize each space identified.



- Protocols include initial disinfection, thorough cleaning and then an additional disinfection using an electrostatic sprayer and disinfectant fogger to cover all areas.

#### Contact Tracing:

- All divisional Assistant Heads, Assistant Head of School, Director of Security, and nursing staff have been trained in Contact Tracing through Johns Hopkins Bloomberg School of Public Health.

#### Communication:

- The school uses an emergency alert system to text and call families in the case of a shutdown or other emergency.
- Families will receive regular updates on the school's health and safety policies. Weekly e-news communications will contain a health and wellness section.
- The School will provide regular updates on the status of COVID-19 in the BFS community, and when cases arise at school, the Head of School will email the school community alerting them about the case and the contact tracing and health protocols that were followed. All communications will maintain strict confidentiality to preserve the privacy of our community members, in accordance with privacy regulations.





## Closure

### Closure triggers:

- An identification of confirmed exposure in an isolated pod will initiate contact tracing protocols and may only cause quarantine for a limited group.
- Multiple/clusters of confirmed cases will initiate a building closure.

### Operational Activity:

- The school is prepared to move all activities to remote learning if discreet groups or entire school needs to be physically closed.
- All materials for online learning are prepared and available for students and staff.
- After all students and staff have vacated the building(s), a professional cleaning firm will be brought in for complete disinfection. After that school security and facilities will return to prepare for reopening planning.

### Communication:

- In the event of partial or full school closure, the School will provide updates to the school community via email blasts, emergency alert text/phone call system and the school's website.