



# **BFS REOPENING ROADMAP, PART 2**

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## **2020–2021 SCHOOL YEAR**

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For more information about our reopening plan for 2020, along with frequently asked questions, please visit [brooklynfriends.org/reopening](https://brooklynfriends.org/reopening).



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# **INTRODUCTION**

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# LETTER FROM THE HEAD OF SCHOOL

As we prepare to enter into the 2020–2021 school year, we do so understanding that varied global crises have continued to shift the solid ground beneath our feet more often than we could have known. However, even as we recognize the challenges that we have and will experience, we are aiming to enter into this school year with optimism and a focus on what is possible for our vibrant community.

From thinking about time and the way in which we utilize it day to day to positively influence students' experiences, to minding physical safety of all, to considering the social/emotional and mental health needs of our community, to bearing in mind the varied developmental needs of students, and further to focusing on the experiences and needs of our colleagues and all of our school's constituents, BFS is committed to making this a strong and meaningful year for all.

While remaining true to who we are, this coming year will require us to live various aspects of school differently. And, in this moment, I believe.

I believe in our community's ability to come together to actualize a worthy year for all.

I believe in our community's Quaker values and their ability to offer direction when the way forward needs clarity.

I believe in our school's focus on honoring and living our experience through an equity and justice lens that informs what we do and allows us to question our actions and improve upon them.

I believe in our shared humanity and our ability to meet the challenges before us together in a spirit of stewardship.

I believe in us—Brooklyn Friends School.

I recognize that there is much that feels difficult and challenging to process. However, I ask that we lean on the inner light that we firmly believe exists and is core to our identity as a school. Just as it has for generations, this light will guide, center, and sustain us.

In this document, you will gain greater insight into our plans for the fall. We are confident in our ability to realize a productive, strong, safe, and connected experience for all of our students.

Thank you for your continued partnership and support.



Crissy Caceres, *Head of School*



# CORE PRIORITIES

## Our Core Priorities 2020–2021 School Year

Remain committed to and grounded in our mission, Quaker values, principles of diversity, equity, inclusion, and justice, and institutional integrity as we adapt to changing conditions.

Provide the deeply relational, spiritually grounded, and positive learning experience that is distinctive to Brooklyn Friends School under all conditions.

Utilize and optimize all available and necessary resources to ensure both the present and long-term strength, sustainability, and vitality of BFS.

Ensure the health and well-being (physical, emotional and spiritual) of students, colleagues, and families when our school is physically open or periodically closed.

Keep the confidence and earnest appreciation for BFS as a Friends school community among our colleagues, families, prospective families, alumni, Brooklyn Monthly Meeting and community partners.

# ROADMAP OVERVIEW

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 have also been minding our Quaker values and principles of social justice and their ability to be fully considered and live vibrantly within our design. 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.

This document shares the school's plans for reopening school safely for students and colleagues, how the school will maintain wellness within the community, and the role that our community will play moving forward.



# SUMMARY OF THE PROGRAM

For the first 8 weeks of the school year, in-person learning will take place for Family Center through 4th grade students. Classes for 5th through 12th grade will be virtual only with regularly scheduled in-person engagement in a physically distanced manner. The school will continue to monitor the situation and after 8 weeks will determine how our program can be adjusted.

Preschool through 4th grade families have the option to choose a virtual-only option for their student. Families must notify the school [here](#) no later than August 10th if this is your decision. Due to the developmental inappropriateness of a virtual-only learning environment for our youngest children, a virtual-only option is not available for Family Center students.



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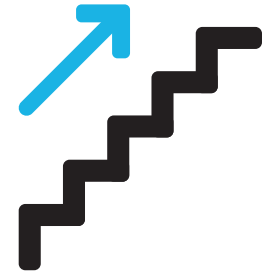
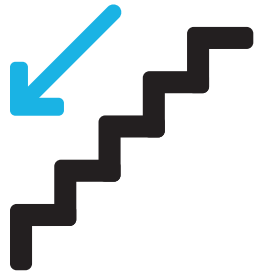
**A SAFE LEARNING  
COMMUNITY**



# HEALTH & WELLNESS



- Only students and colleagues will be permitted in any school building. Exceptions will be made for Family Center and Preschool families that are explained in those sections below.
- Masks will be required at all times on school premises by students and colleagues. Family Center students will not be required to wear face coverings. Every student and colleague will be given two cloth masks on the first day of school for their use. Optional face shields will be available to colleagues.
- All students and colleagues will have temperature checks upon entering any building.
- Hand sanitizer must be used upon entering any building and/or classroom.
- All students and colleagues 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 approximately every 2 hours.
- 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, and colleague meetings and community gatherings will all be virtual.
- **Families and colleagues traveling from any high alert states or countries this summer are required to self quarantine 14 days before the start of school.**
- The school will be sharing an app based system that all community members will utilize to enter health data prior to entering school each day.
- The school will continue to update our health protocols based on recommendations by the CDC.



# SAFETY PROTOCOLS & PHYSICAL DISTANCING

- The overall capacity of students and colleagues in the Pearl Street building has been reduced by more than 40%.
- All students and colleagues will remain in their pods throughout the day. Students will remain in limited classroom spaces which will be sanitized after use.
- Only students and colleagues will be permitted in school buildings to maintain proper social distancing in common areas.
- 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 a six foot distance, with elevators reserved for those needing the accommodation.
- Stairwells will be one direction at a time.
- Kindergarten through 4th grade desks/workstations will all be outfitted with a clear student desk shield.
- All classroom and instructional spaces have been inventoried and are being configured to ensure six feet of spacing between desks/workstations.
- Larger spaces, including gyms, library, dance studios and Meeting House will be repurposed for accommodating larger groups as required.

# CLEANING 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.
- All common spaces, if utilized by any group, will be fully cleaned and sanitized before being occupied by another group.
- High touch surfaces
  - Light switches
  - Stair rails
  - Elevator buttons
  - Chair handles and backs
  - Toilets and urinals
  - Paper towel and toilet tissue dispensers
  - Sink faucets and handles
  - Table tops
  - Door handles





## **CAMPUS WELLNESS**

- A full assessment of the ventilation and air flow systems in all school buildings has been done by an outside organization. While adjustments have been made to maximize air flow in all spaces, adjustments will continue to be made throughout the year as the need arises.
- In Pearl Street, all windows have been cleaned and updated so that they are fully functional to maximize fresh air in classroom spaces.
- In all buildings, HVAC system will be run 2 hours before the start of the school day to maximize air quality in all buildings.
- A new nursing suite is being created to isolate students and colleagues exhibiting signs of COVID. There will be three discreet spaces within the suite for all circumstances necessitating health services.
- Classroom and office spaces are being reallocated throughout the school to facilitate a physically distanced environment for students and colleagues.

# **SCHEDULING & PROGRAM ADJUSTMENTS**

- A staggered arrival and departure schedule is being developed to maximize the flow of students in and out of the building.
- Large group assemblies for both students and colleagues 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 bird or live afterschool will be offered.
- A refund will be provided to families in 5th-12th grade for the cafeteria portion of their tuition.

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**MAINTAINING A HEALTHY  
COMMUNITY: PROTOCOLS  
IN THE TIME OF COVID**

# HEALTH PROTOCOL OVERVIEW

While our Middle and Upper School students will not be on campus for daily classes, they will be engaging regularly with one another on campus and in other designated locations in a physically distanced manner. Therefore it is critical that all students are fully compliant with BFS health policies.

- All students must have full compliance with Magnus records.
- No student will be allowed on campus if they have ANY outstanding requirements.
- If an individual presents with any COVID related symptoms in school, particular caution will be taken.
- Contact the health office with any questions or concerns about sending your child to school.



# **DAILY PROCEDURES FOR ALL STUDENTS**

- The school is adopting an app based system that will require all students to enter health data prior to entering school each day.
- All students will have their temperature taken upon arrival at the school entrance. If temperature is 100 degrees or higher, the nurse will 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.
- If a student becomes ill during the day, they should tell their teacher immediately and report to the Health Office for assessment.
- All students exhibiting an elevated temperature or COVID symptoms will be sent home.



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# **SOCIAL EMOTIONAL & MENTAL HEALTH WELLNESS**

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## **OF OUR COMMUNITY**

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- Three full time counselors and one part time counselor are made available to all students and families from Family Center through Upper School.
- 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.
- Time will be given to engage in experiences that will help to support our colleague's social emotional well-being.
- Colleagues will participate in professional development about supporting students and one another in social emotional wellness.

# **WHEN TO KEEP YOUR CHILD AT HOME**

- Fever above 100°F.
- Respiratory symptoms (cough, difficulty breathing) not a previously diagnosed condition (ie. allergies)
- Vomiting
- Diarrhea
- Rash
- Contagious Illness

## **RETURNING TO SCHOOL**

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

## **EXPOSED INDIVIDUALS**

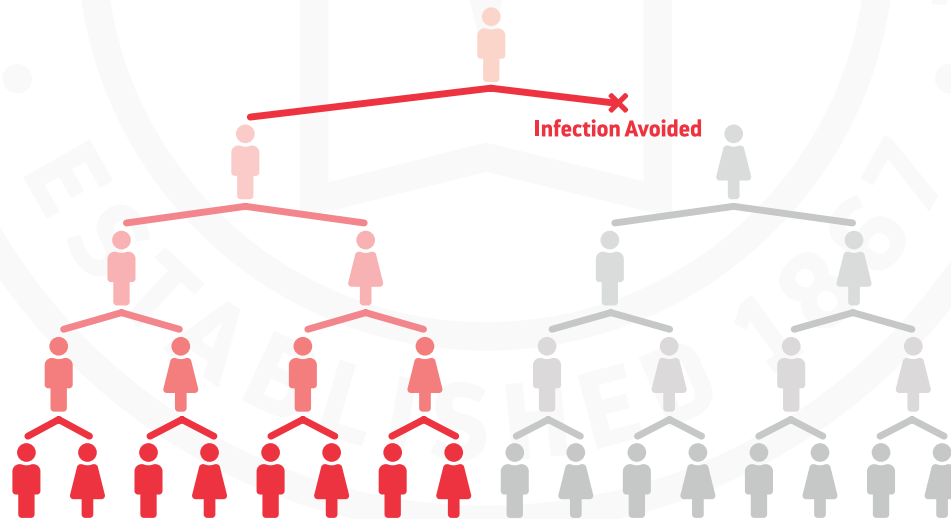
- All students and colleagues who are exposed to COVID must complete quarantine as recommended by the CDC (currently 10 days) and receive a negative test result before returning to school buildings.

# CONTACT TRACING

- A representative from every division (not assistant division heads), Assistant Head of School, Director of Security, and nursing colleagues have been trained in Contact Tracing through Johns Hopkins Bloomberg School of Public Health.
- 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.

# CHAIN OF TRANSMISSION

If transmission can be avoided early in the chain, infections can be significantly reduced



Adapted from <https://www.nytimes.com/2020/03/19/health/coronavirus-distancing-transmission.html>

# **SCHOOL CLOSURES**

- If a confirmed exposure is identified in an isolated pod, the school will initiate contact tracing protocols. This may only cause quarantine for a limited group if no broader threat is determined.
- If there are multiple exposures, confirmed cases or clusters, a full building closure may be initiated.
- The school is prepared to move all activities to remote learning if discreet groups or the entire school needs to be physically closed.
- In the event of a building closure, a professional cleaning firm will be brought in for complete disinfection. After that time, school security and facilities will return to prepare for reopening planning.

# **COMMUNICATION RE: COVID ON CAMPUS**

- Signage will be present throughout the building to remind students about proper hygiene, wearing masks, directional signage etc.
- 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.

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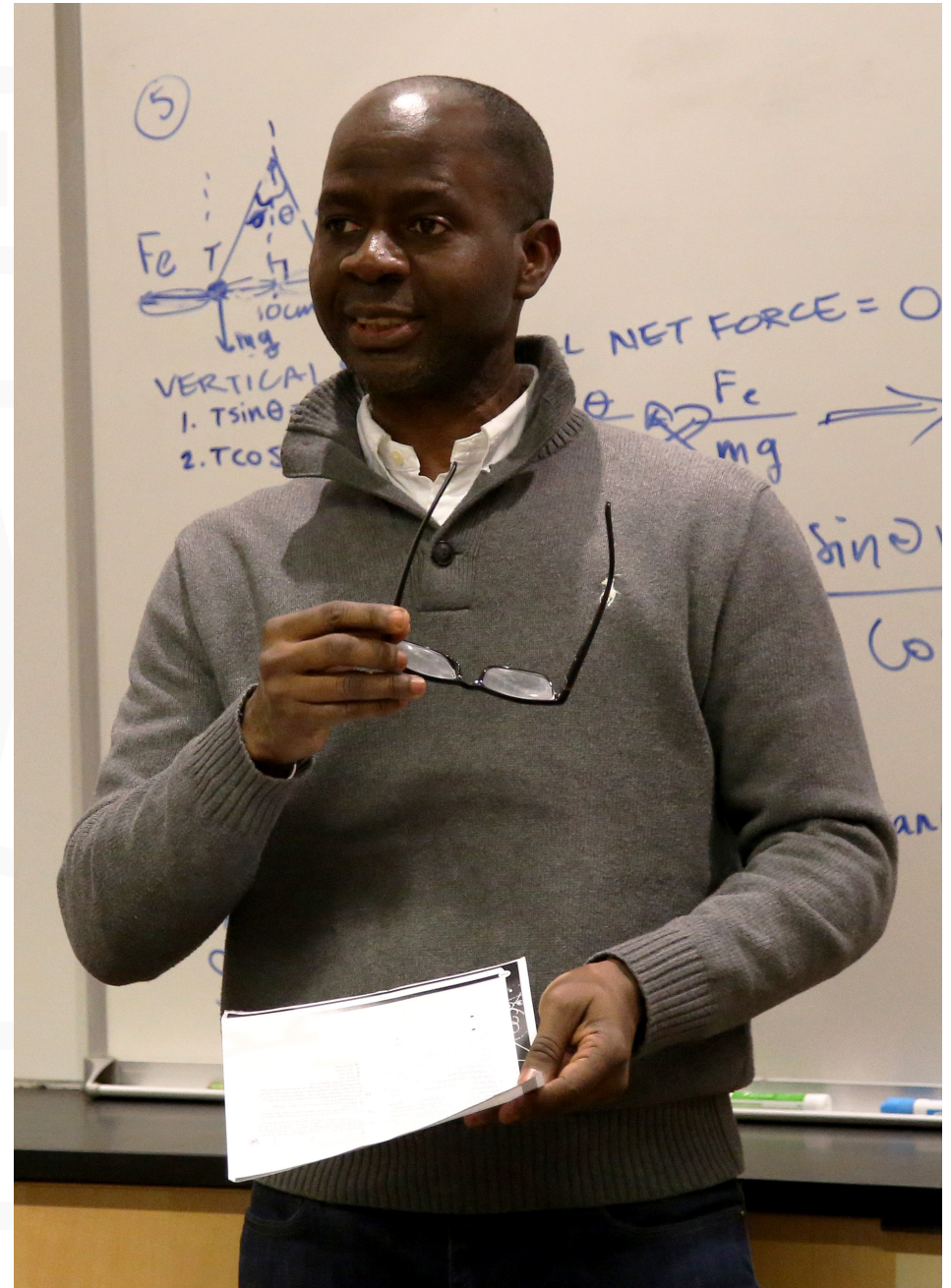
# A TEACHING AND LEARNING COMMUNITY

# DIVISIONAL OVERVIEW

The Family Center will participate in live classes each day at Schermerhorn Street and Preschool through Fourth Grade students will participate in live classes each day at Pearl Street. Schedules, arrival and departure times, and other program details are being developed and will be shared as they becomes available

The Middle and Upper School leadership team is excited to build a robust virtual learning experience for our students. Students will primarily participate in live-streamed and synchronous classes with a reduced focus on asynchronous engagement. We are confident that our students will continue to benefit from our robust academic program. In addition, to build cohesion among students, there will be frequent opportunities for Middle and Upper School students to gather in outdoor settings and in staggered use at Lawrence Street in designated cohorts. More details on this and other engagement opportunities will be delivered closer to the start of the school year.

**Please note that these plans are still preliminary. You will be hearing from the divisions directly with more specifics as we get closer to the start of the school year.**





## **FAMILY CENTER**

- Children will be in classes of no more than 10 students with two teachers in the classroom at all times.
- Classes will not interact with children from other classes.
- The indoor play room will only be occupied by one class at a time and will be thoroughly cleaned and sanitized between each group.
- Periods of movement will be incorporated into the classroom spaces.
- **Phase in will begin on Tuesday, September 22.**
- Phase in details will be provided to families in the coming weeks. Please note that only one adult is permitted to participate in phase-in.
- Teachers will participate in virtual home visits with families prior to the start of school.
- All orientations will take place virtually.
- Parents entry will be minimized and allowed according to specific circumstances only.

# PRESCHOOL

- Two new classrooms are being added to the preschool, Magenta and Turquoise rooms.
- Classroom pods will have no more than 10 students with two teachers.
- All specials (music, dance etc.) will be streamed into the classroom to limit cross contamination.
- Wherever possible we will be looping some former teachers with former students from 3s to 4s.
- For care and kindness, it is recommended that all children wear masks, except during food and rest times.
- Snack will be delivered to each classroom, distributed by teachers individually, with no collective food sharing.
- In addition to the 2nd floor, preschool will occupy space on the 3rd floor of Pearl Street.
- Teachers will use walkie-talkies to coordinate movements to maintain distancing.
- Based on DOH recommendations, no toys will be able to be brought from home. The preschool will be providing rest toys for children.
- Teachers will participate in virtual home visits with families prior to the start of school
- All orientations will take place virtually.
- Phase in begins on **Monday, September 21**. More details will be forthcoming
- To facilitate time for planning and professional development for colleagues, **Fridays will dismiss at noon** for all students.
- Parents entry will be minimized and allowed according to specific circumstances only.







## **LOWER SCHOOL**

- Each class has been divided into two classrooms maintaining learning pods of no more than 10 children in a classroom.
- In creating classes, we will be using the class placement work that teachers have already completed, while still upholding BFS's mission around diversity and inclusion.
- Each class will have a lead teacher and associate teacher who will collaborate on curriculum and lesson plans, with a goal of alternating between the two classrooms.
- Specials will take place virtually in the classroom. This includes art, music, science, PE, dance, spanish and health (fourth grade only).
- Third and fourth grade will continue to receive lunch which will be delivered to the classroom in individual containers. More details about lunch, including how to alert the food service team to any allergies or diet restrictions, will be coming soon.
- The team is working on scheduling daily physical activity and outdoor time into the students' schedules.
- **To facilitate time for planning and professional development for colleagues, Fridays will dismiss at noon for all students.**

# MIDDLE SCHOOL

**While maintaining a rigorous curriculum, the Middle School will remain focused on childrens' social-emotional well-being to ensure their ability to thrive most effectively during remote learning.**

The school year will begin with a robust 2-week student orientation for all students (plus additional programming for new students):

- Combination of virtual and in person (outdoors) advisory activities focused on social-emotional well-being, connectedness, and relationship-building.
- Meet all teachers in person at least one time before formal classes begin.
- Technology orientation & skill building for remote learning.

The remote learning program this fall will prioritize the following:

- Increased time for advisory groups to form relationships and community both within and across groups.
- Classes will meet for longer periods of time synchronously, and students will have more transition time in between classes.
- A pedagogical focus encouraging more project-based, experiential learning in order to supplement the synchronous learning and decrease screen time.
- Additional opportunities to connect with teachers & advisors outside of structured class time
- Electives (art, music, languages) will be intentionally placed into student schedules to maximize exposure to as many offerings as possible while allowing for the possibility of in-person learning if and when buildings are open.



# UPPER SCHOOL

**IMPORTANT SAVE THE DATE: Pretreat for 9th grade is September 10th and 11th**

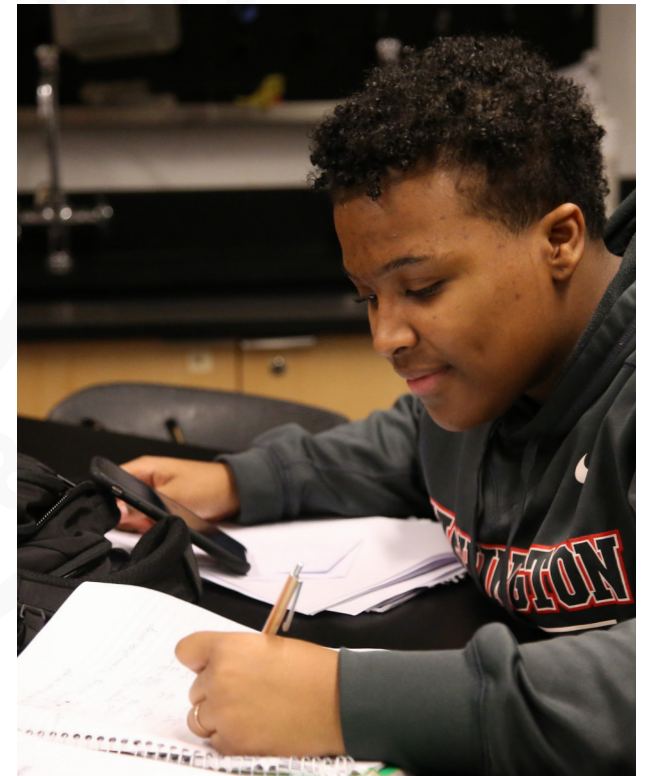
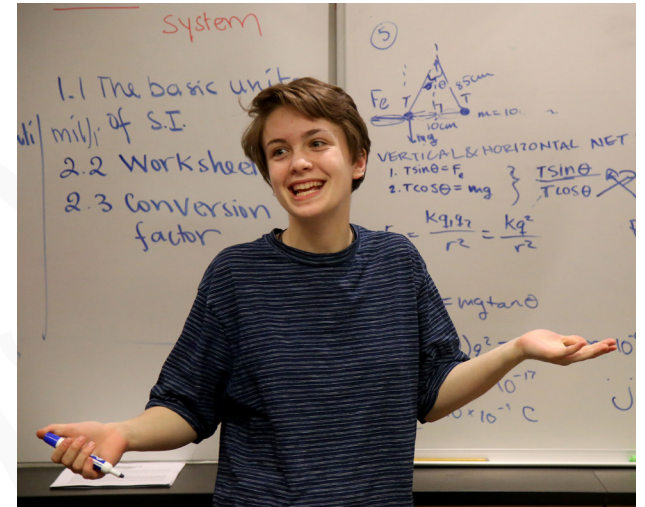
The schedule and program is being thoughtfully re-imagined and will include the following elements:

- Building in a later start to the morning for student classes.
- Research shows students should not participate in Zoom classes for more than 35 minutes at a time so class periods will be structured accordingly.
- Scheduling will be adjusted as necessary after the first few weeks. Students and families will be asked to provide feedback on how well the schedule is working.
- The IB Coordinator has begun to reach out to all students in both the IB program and Open Pathways to give detailed guidance on how to manage their coursework in the coming year.
- More details regarding how IB courses will translate into online learning will be forthcoming.

Social Emotional health of students is being thoughtfully incorporated:

- We are developing a program that will be a mix of live and virtual engagement in advisory and other designated community pods which will include time at Lawrence Street and other outside locations.
- During advisory time, students will be given tools, techniques and resources as to how to manage their social emotional well being.
- Advisory program is being enhanced to ensure regular connection between students and adults within our community so students have multiple support channels.

**The Upper School leadership is looking forward to communicating regularly with families, as this virtual program unfolds.**



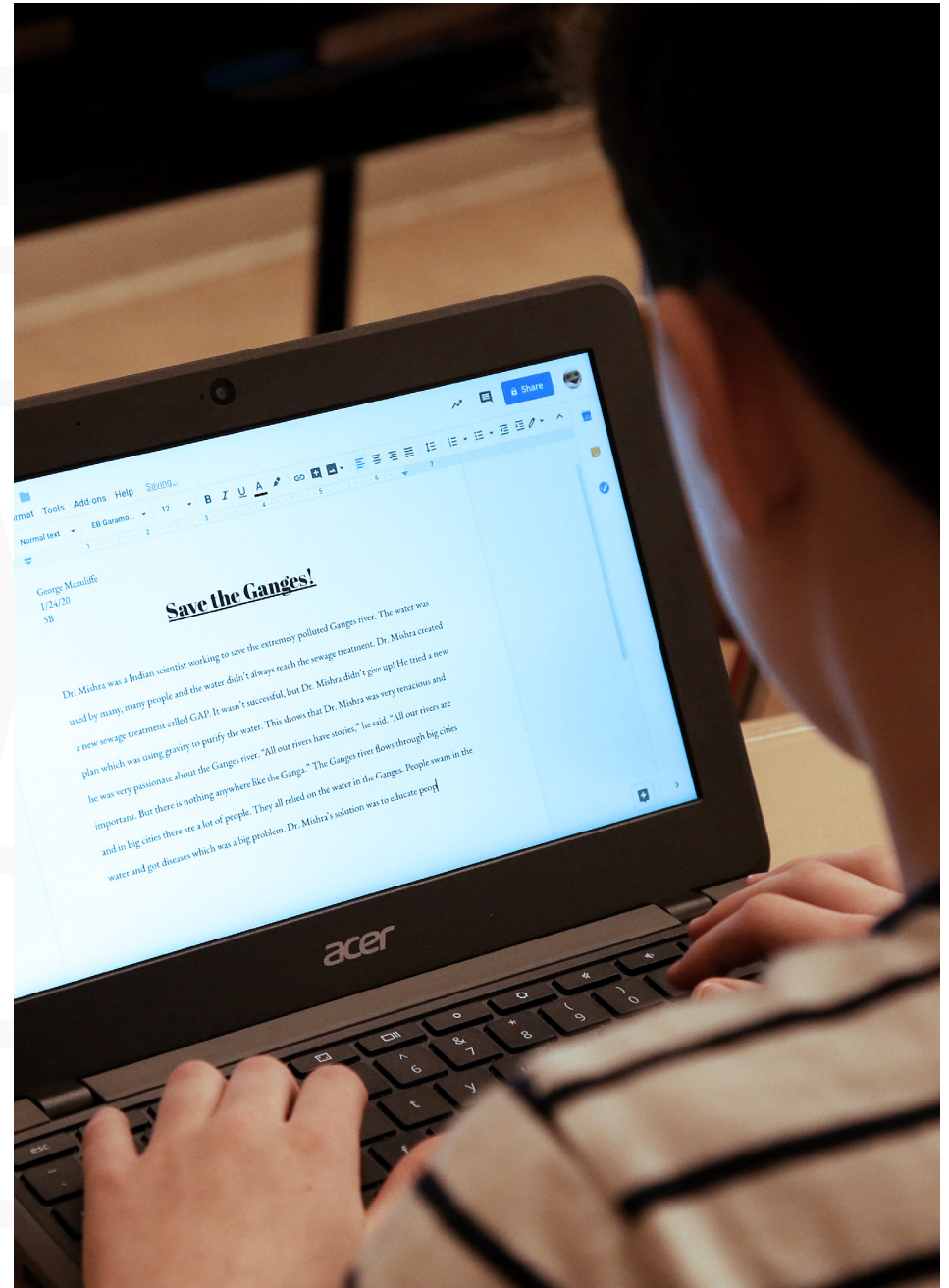
# **QUAKER VALUES, EQUITY, JUSTICE, AND** **COMMUNITY ACTION**

Our commitment to our school's pillars will remain strong and vibrant even as our community is not always together in person. Our goals for this work will not shift during times of remote learning even though the execution might need to be modified. Some of the ways in which this will be demonstrated are:

- Strengthen opportunities for students across divisions to build relationships, particularly by deepening and evolving our student-student interactions in a virtual context.
- Deepen and strengthen our relationships with community partners and school partners including Quaker schools, other independent schools, and public schools across the country
- Deepen curricular integration of Quaker values, equity, justice, and community action to ensure a thru-line presence of our pillars in the curriculum across all divisions by working directly with the Middle and Upper School Department Chairs, the Lower School Curriculum Committee, and members of All-School Committees.
- We aspire to maximize the ways in which justice and community action ideas come from students and are connected to their interests and concerns. We are committed to identifying manageable ways to putting student voice and choice at the center of our efforts.

# TECHNOLOGY

- Upgraded broadband technology throughout all buildings
- Upgraded computer access for all colleagues
- Individual computers for all 5–12th grade students
- Updated technology for all new and repurposed classrooms
- Addition of technology necessary for streaming and virtual engagement in all classrooms.
- Professional development focusing on technology for colleagues.
- Hiring of Director of Academic Technology and Innovation.



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# COMMUNITY ENGAGEMENT

The Brooklyn Friends School community will continue to thrive even when we can't be together physically. The leadership team, in partnership with Brooklyn Friends and Families, will be building opportunities for families to stay connected to the school and one another. Some virtual activities will include:

- Quaker Meeting
- Orientation activities
- Curriculum nights
- Connect and Talks with divisional leaders
- Physically distanced community gatherings in outdoor spaces
- Virtual speakers, celebrations, and other activities

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**ADDITIONAL RESOURCES,**  
**RESEARCH & CONTINUED**  
**LEARNING**

The school is in regular communication with professional organizations to ensure our adherence to best practices and maintain our awareness of all the latest research from health, education and government leaders. Below are some resources that help to shape our actions as a school community.

- **Get the Facts about Coronavirus from the Centers for Disease control and prevention**  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- **Rolling Updates on Coronavirus Disease from the World Health Organization**  
<https://www.who.int/emergencies/diseases/novel-coronavirus-2019/events-as-they-happen>
- **Novel Coronavirus Information from New York State**  
<https://coronavirus.health.ny.gov/home>
- **Coronavirus (COVID-19) Resources for Independent Schools from NAIS**  
<https://www.nais.org/covid-19/resources/>
- **Coronavirus (COVID 19) from Independent School Management**  
<https://isminc.com/covid19>
- **New Report Says Schools Should Try To Reopen In Person For Elementary Students from NPR**  
<https://www.npr.org/sections/coronavirus-live-updates/2020/07/15/891347536/-we-failed-children-says-co-author-of-new-national-back-to-school-report>
- **A Better Fall Is Possible from the Atlantic**  
<https://www.theatlantic.com/ideas/archive/2020/07/better-fall-possible/613882/>
- **Age-dependent effects in the transmission and control of COVID-19 epidemics from Nature.com**  
<https://www.nature.com/articles/s41591-020-0962-9>
- **Here's What the Science Actually Says About Kids and COVID-19 from Time Magazine**  
<https://time.com/5872418/kids-children-covid-19-schools/>