

## Greenwood Friends School Response to COVID-19

**\*\*Update 8/15/21\*\***

We understand that the COVID-19 pandemic has impacted all our daily routines, altering our approach to regular activities, and challenging families to make tough decisions for their own safety. We want to reassure our community members that our “Pandemic Team”, (comprised of faculty, staff, parents, Board members and medical liaisons), has been diligently and thoughtfully gathering information from health and safety experts to develop protocols for bringing our students **back into the physical classroom on September 7.**

We are carefully reviewing the ever-changing pandemic recommendations and research-findings, and we will continue to modify our safety protocols accordingly. This will be an ongoing process, but to provide guidance for our community, we have developed this *flexible* plan for your reference. This document is authored by and will be regularly updated by the Head of School, based on suggestions from the Pandemic Team, and as approved by our Board of Trustees.

### Greenwood Friends School Health & Safety Plan

In the best interest of education, the Greenwood Friends School recognizes the need to have students participating in face-to-face instruction as often as possible. This will serve as a guide for the safe reopening of the Greenwood Friends School. This is a fluid document based on local, state, and federal guidelines, which will continue to develop over time. This plan is based on the school’s ability to follow the local, state, and federal guidelines to the best of its ability. We recognize that as long as there are cases of COVID-19 in our area, there is no set of strategies or plans that can completely eliminate the transmission risk by 100%. Greenwood Friends School acknowledges the considerable help and guidance provided to us by the following:

- Pennsylvania Association of Independent Schools (PAIS)
- Friends Council on Education (FCE)
- Centers for Disease Control and Prevention (CDC)
- Pennsylvania Department of Education (PDE)
- Millville Area School District (MASD)
- Area Medical Professionals
- Feedback from Families and Employees of our School
- PA Department of Health
- Governor’s Plan for Reopening

### Greenwood Friends School Pandemic Plan

Greenwood will be following using data from the Pennsylvania State Government Administrators in crafting our reopening plan. This is:

\*community transmission rate into four phases—High, Substantial, Moderate and Low

These ever-evolving designations may dictate how we proceed as an institution of education, particularly knowing that our students come to us from several surrounding counties.

- Low & Moderate Phase Status: Greenwood Friends School will reopen with face-to-face learning on campus. Updated protocols will be implemented as they become available.
- Substantial and High Phase: In the event that our State or Local government officials implement a “stay-at-home” order, GFS will shift to Distance Learning at that time, and until such time as it is deemed safe to return to face-to-face learning.
- Other factors used to determine school closure (aside from a government mandate):

- Any positive case of COVID-19 among our students, faculty or staff—will implement a distance learning plan of up to 3 weeks.
- GFS will move to Distance Learning if there are more faculty or staff requiring quarantine restrictions than available internal substitutes on a cohort by cohort basis
- Reopening will be dependent upon the cause for initial closure, current conditions within the broader community and any government stipulations.

## **Greenwood Friends School Pandemic Team**

### **ROLE DEFINITIONS:**

- **Health and Safety Plan Development (PD):**

Individual will play a role in drafting the enclosed Health and Safety Plan

- **Pandemic Crisis Response Team (RT):**

Individual will play a role in within-year decision making regarding response efforts in the event of a confirmed positive case or exposure among staff and students

- **Both:** (Plan Development and Response Team)

Individual will play a role in drafting the plan and within-year decision making regarding response efforts in the event of confirmed positive case or exposure among staff and students

<b>Individual</b>	<b>Stakeholder Group Represented</b>	<b>Role</b> (see above)
Dabrina Dutcher	Co-Coordinator/Former Parent	BOTH
Baker Anderson	Board of Trustees	PD
Pete Doerschler	Former Parent, Millville Meeting	PD
Shannon Kirk	Faculty	BOTH
Larry Smith	Board of Trustees	BOTH
Deb Zollmann	Co-Coordinator/Faculty	BOTH
Shelley Evans	Admin	RT
Jody Love	Faculty/Admin	RT
Sara Wolf	MASD School Nurse	RT
Andy Jones-Wilkins	Admin	BOTH
Le Paliulis	Current Parent	PD

## **Greenwood Friends School Key Strategies, Policies and Procedures**

### ***Before Leaving Home Each Day:***

- If the child displays fever, new loss of taste or smell, or 2 or more new symptoms of illness (fatigue, headache, runny nose, nasal congestion, body aches, abdominal pain, diarrhea, nausea, vomiting, sore throat, sneezing), parents must keep their child home and notify the school office by 8:30 am (570-458-5532) of the absence and the symptom.
- If a family member or close contact has a confirmed case of COVID-19 we ask that families please notify the school and follow appropriate quarantine procedures if necessary.

### ***Transportation/Arrival/Entrance:***

- Students are expected to wear masks during transport and should follow the guidelines/requests of their vehicle operator.
- Each student, faculty, staff, parent and volunteer must be wearing a mask before entering the building.
- At this time, Greenwood Friends School may be using volunteers (with proper clearances on-file) but will minimize non-essential visitors into the building (including space renters). This is for the safety of our community, and we ask that families adhere to this request.
- At this time, GFS will be taking all necessary precautions to ensure that any field trips or off-site activities preserve our cohort and mitigation efforts as much as possible.

### ***Classrooms/Building & Grounds:***

- Students will be grouped together using a “Group to Teach” method (taking age and development into consideration), making four cohorts, each composed of 14 persons or less, including adults.

#### **Cohort Groupings**

**\*Teacher \_\_\_\_\_ - Early School Cohort 1**

**\*Teacher Shannon - Early School Cohort 2**

**\*Teacher Marie - Early School Cohort 3**

**\*Teacher Deb – Middle School Cohort 4**

- Indoor mixing of cohorts will be minimized while indoors.
- Cohorts will utilize designated “Outdoor Classroom” areas as much as weather permits.
- Cohorts will be adhering to Social Distancing recommendations, having students remain a minimum of 6 feet apart, as much as possible.
- Students will be seated in a formation that maximizes the distance between desks/tables.
- Students will eat outdoors or in classrooms (if necessary due to weather).
- Annual large-group gatherings and events (ie: Back to School Night, Grandparents Day, Parent/Teacher Conferences, Concerts, etc.) may happen virtually.
- Common areas will be used at reduced capacity and with the same air cleaning procedures used in classrooms.
- **All individuals will be required to wear a mask to enter the building AND while inside the building, AT ALL TIMES.** Outdoors, masks will not be required. Disposable masks will be available on site, should there be a need.

### ***Dismissal:***

- For regular, end-of-day dismissal, students will remain with their cohort until their transportation arrives, at which time they will be called to dismiss. These times will be staggered, and families will be notified of a more specific schedule, as it becomes available.
- The same exit will be used as arrival, and students must be masked while traveling to and boarding their vehicle.

### **Health Protocol:**

- In the event that a student or staff member presents with symptoms listed above, an identified symptomatic individual will be isolated in a designated, monitored area until picked up. (The isolation area will be thoroughly cleaned between uses.)
- **PLEASE NOTE**—Individuals who are identified as symptomatic will not be permitted to return to school until all of the following are true:
  - at least 10 days since the onset of symptoms  
AND
  - at least 3 days free of fever without the use of fever-reducing medication
  - AND
  - improvement in respiratory symptoms (e.g. cough, shortness of breath)  
OR
  - A clinician has evaluated the individual and documented an alternative diagnosis and that the individual may return to GFS sooner than ten days.  
OR
  - a negative Antigen or Molecular Test (available from many pharmacies: [sample Antigen Self Test](#)).
- Confirmed cases of COVID-19 will be communicated to families, while maintaining confidentiality for the individual.
- In the event that a student is diagnosed with COVID-19 and is quarantined, GFS will collaborate with the student and their family in order to identify a provision of educational services that can be provided to the student.
- If, at any point, a cohort is required to quarantine for multiple days, that group will switch to “Distance Learning” (see below).
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>
- The confirmation of a COVID diagnosis may prompt a re-examination and potential modification of this School Pandemic Plan.
- All students and staff are required to notify GFS immediately if they have a positive COVID-19 test or have been exposed to an individual with a confirmed positive COVID-19 test.
- All staff and students are required to conduct (or have conducted for them) a daily symptom self-screen before entering the school.

### **Return to GFS Guidelines:**

- An exposure is defined as being within six feet of a confirmed positive person for fifteen minutes or more. This is important because symptoms can appear up to 10 days after you’ve been exposed and are infected. A negative result before the end of your quarantine period does not rule out possible infection. Additionally, you do not need a repeat test unless you develop symptoms.
- If students or staff had symptoms but no positive exposure and were tested and determined to be COVID-19 negative, the individual may return to GFS when symptoms are gone.

## **Cleaning, Sanitizing, Disinfecting and Ventilation:**

- All faculty & staff will be trained on proper cleaning procedures, and our regularly contracted cleaning will occur daily throughout the week.
- Each cohort will have a designated restroom facility for use throughout the day, limiting usage to one individual at a time.
- Classrooms and common areas will be ventilated with additional circulation of outdoor air when possible, utilizing windows, doors, fans, and specialized air purifiers to exchange/clean the room's air regularly.
- Individuals will be permitted to use "fill stations" to obtain water.
- All Faculty, Staff and Students will practice regularly scheduled handwashing, including but not limited to after using the restroom, before eating, before recess, after recess, and after coughing/sneezing. Soap, paper towels, 60%+ alcohol-based hand sanitizer, and proper hand-washing technique signs/posters will all be provided within each classroom and in common spaces.
- RESOURCES:  
<https://www.cdc.gov/handwashing/materials.html>  
<https://www.cdc.gov/handwashing/when-how-handwashing.html>  
<https://www.cdc.gov/handwashing/handwashing-family.html>  
<https://www.geisinger.org/-/media/OneGeisinger/pdfs/ghs/sites/coronavirus/InfoFlierELEMHandwashing62020.pdf> <https://www.cdc.gov/coronavirus/2019-ncov/downloads/science-of-masking-full.pdf>

## **Distance Learning Plan:**

Should Greenwood Friends School or any cohort need to move to a Distance Learning model at any time:

- GFS will provide each student a device for use at home
- Each day's assignments will be posted by 8am Monday through Thursday.
- Teachers will be available on Fridays for scheduled one-on-one conferencing, and for posted office hours, to support other individual needs. Friday will be a day for students to complete the week's assignments, and may also include Meeting for Worship, Reading Buddies or other all-school virtual activities.
- Distance learning assignments and lessons will be provided primarily through Google Classroom, where teachers will provide links to in-person and/or pre-recorded lessons.
- For students who may be out for a prolonged period of time reasonable accommodations will be made.
- Students will be expected to join their whole class group (Main Google Classroom), as well as subsequent subjects, for ability-based instruction. In addition, Art, Music and Spanish will each have their own Google Classroom.
- Other supplemental web-based programming may also be utilized.
- Teachers will also provide academic materials as needed, either by mail, sent home from school, or in .pdf format to be printed at home.
- Students will have face-to-face, virtual meeting opportunities based on age. Some will be daily, whole-group, community-building gatherings, and others will be individual, small-group instruction, possibly by subject. There will be weekly Music, Art, and Spanish opportunities, as well. Please pay close attention to your child's individual schedule.