

# **Greenwood Friends School Response to COVID-19**

**\*\*REVISION 1\*\*** (9/1/20)

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 8.**

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 preliminary, *flexible* plan for your reference. This document is authored by and will be regularly updated by the Head of School (Larry Smith), 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 Opening Plan**

Greenwood will be following two plans from the Pennsylvania State Government Administrators in crafting our reopening plan. These are:

\*reopening of counties into three phases—Red, Yellow and Green

\*community transmission rate into three phases—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 and/or Green/Yellow Status:** Greenwood Friends School will re-open with face-to-face learning, on campus. Updated protocols will be implemented as they become available.
- **Substantial Phase and/or Red Status:** 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—GFS will move to a 3-week Distance Learning plan
  - 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 (see above)</b>
Dabrina Dutcher	Co-Coordinator/Parent	BOTH
Baker Anderson	Board of Trustees	PD
Pete Doerschler	Parent	PD
Tera O'Dell	Parent	PD
Shannon Kirk	Faculty	BOTH
Larry Smith	Admin	BOTH
Deb Zollmann	Co-Coordinator/Faculty	BOTH
Shelley Evans	Admin	RT
Jody Love	Faculty/Admin	RT
Sara Wolf	MASD School Nurse	RT

## Greenwood Friends School Key Strategies, Policies and Procedures

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

- Families will need to “log in” to the screening questions each morning (use the provided QR Code) and answer the short series of questions recommended by the CDC/DOH. Completion of this daily questionnaire will be the student’s clearance to enter the building.
- If the child displays fever, new loss of taste or smell, or 2 or more symptoms of illness (fatigue, headache, runny nose, nasal congestion, body aches, abdominal pain, diarrhea, nausea, or vomiting), parents must keep their child home and notify the school office by 8:30 am (570-458-5532) of the absence and the symptom.



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

- Students are expected to wear masks during transport and should follow the guidelines/requests of their vehicle operator.
- As students arrive in the morning, they will line up on the sidewalk following the social-distancing indicators on the ground.
- Each student, faculty, staff and volunteer must have completed a screening and must be wearing a mask before entering the building.
- Parents may accompany students up to the entrance door but will not be permitted inside.
- At this time, Greenwood Friends School may be using volunteers (with proper clearances on-file) but will not be allowing 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 five cohorts, each composed of 12 persons or less, including adults.  
**Cohort Groupings**  
**\*Teacher Mackenzie - Early School Cohort 1**                      **\*Teacher Jerod - Middle School Cohort 4**  
**\*Teacher Shannon - Early School Cohort 2**                      **\*Teacher Deb – Middle School Cohort 5**  
**\*Teacher Marie - Early School Cohort 3**
- Cohort groups are not only limited in size following CDC guidelines, but will be kept together throughout the day, limiting their movement throughout the school (no traveling to Specials).
- All classes will be self-contained throughout the day 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 out of service, at this time (library, community room, etc.).
- **All individuals will be required to wear a face covering to enter the building AND while inside the building, AT ALL TIMES.** Disposable face coverings will be available on site, should there be a need.
- Recess-type equipment may be assigned to individual cohorts.
- Music and Art will be delivered to each cohort/classroom (via cart) and will not require any sharing of materials or instruments.
- Spanish will be delivered virtually.
- GFS will provide each student their own separate container of school supplies to omit any sharing.

### ***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:**

GFS health protocols are largely adapted from the Millville public school district, as our legally mandated school nursing care is provided through them. Much of the following information is taken verbatim, or with minor adjustments due to Greenwood's smaller size, from their **Guidelines for Presumptive and Confirmed COVID-19 Cases in Students and Staff** (Updated August, 24, 2020) and their **Millville Area School District Phased School Reopening Health and Safety Plan**.

- In the event that a student or staff member presents with a body temperature of 100.4 degrees or greater and demonstrates other symptoms such as shortness of breath, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, and/or diarrhea concurrently, the individual will be immediately isolated and arrangements made to send them home.
- An identified symptomatic individual will be isolated in a designated, monitored area until picked up. (The isolation area will be thoroughly cleaned between uses.)
- After a student or staff are confirmed to have had COVID-19, they must present documentation from a medical practitioner that communicates that they are "free to return to school." All physician documentation may be reviewed by the Millville district nurse. Upon meeting the aforementioned criteria, the student and/or school personnel may return back to the community school setting.
- **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. Individuals with ANY symptoms are strongly encouraged to call 1-877-PA-HEALTH to consult about next steps.
- Confirmed cases of COVID-19 will be communicated to families, while maintaining confidentiality for the individual.
- The PA-DOH will assist in contact tracing, and provide guidance for next steps that may include cohort quarantine, etc.
- 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/quarantine-isolation.html>
- The confirmation of a COVID diagnosis may prompt a re-examination and potential modification of this School Reopening Health and Safety 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**  
When tested and determined to be COVID 19 positive, the individual will remain home until all of the following are true:
  - At least 14 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)

Note: The COVID-19 positive individual does NOT need a repeat COVID test to return to GFS.

Note: The COVID19 positive individual should present medical documentation to their supervisor indicating that they are cleared to return to GFS.

- 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 14 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 was tested and determined to be COVID-19 negative, the individual may return to GFS when symptoms are gone.

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

- Faculty & Staff will be using sanitation and disinfectant materials/strategies that have been approved by the EPA to rigorously disinfect high-touch surfaces throughout the day, including door handles, sink handles, tabletops, desks and water stations.
- 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, and implementing a spray-down disinfectant between uses.
- 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.
- UV wands will be utilized on an intermittent/as-needed basis to disinfect manipulatives and books between use.
- 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>

### **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.
- 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.