



# Guidelines for Safely Reopening the Galloway School

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## Statement of Assurance:

Now more than ever, it is important to the Galloway School that our families and staff feel safe when learning and working. We are blessed to be able to offer small class sizes in a very controlled environment. With that said, adhering to the physical distancing guidelines, personal protective equipment recommendations and additional sanitation measures, will all be key factors added into our daily operations. During this challenging time Galloway remains a place of academic excellence, faithfulness, kindness, and internationally minded. Be assured that we continuously monitor and adapt to any guidance or requests from the centers for disease control, local health departments, the Texas education agency, and the National Association of Independent Schools. Thank you for supporting our efforts and believing in our mission to ensure each student a safe and healthy environment while delivering academic excellence. Together, we will overcome these challenges and exceed expectations because, as always, we remain Galloway Strong!

We will reopen school on August 18, 2020 for students unless otherwise determined by State authorities. To address the current COVID-19 environment, we have developed a set of health and prevention measures for all staff, students and visitors and such measures will shift dependent on which level of the COVID-19 Standard Response Protocol the school is operating. This protocol can be found at the end of this document.

Galloway administration will monitor internal COVID-19 data and information from the health departments to determine whether the school shall move from one standard response protocol level to another. The factors for such decisions may be subject to change to account for the situation at that time. Parents and staff will receive regular communication to inform them of the current level, number of confirmed COVID-19 cases within the school building via email.

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## INSTRUCTION MODELS

- 1. In-Class Learning** – This plan is the traditional school environment where students participate in face-to-face learning with Galloway instructors and curriculum, Special Classes (Music, PE, Art, and Spanish for Elementary), Extracurricular Activities, and Health Prevention Measures.
- 2. Online Learning** - K-8 online program of choice, Application required, Galloway curriculum and instructors, Real-time & self-paced instruction, Formal class schedule, Daily Attendance, Access to extracurricular activities, Internet and computer required, and Parent as learning coach training
  - Virtual Online Learning Program is an option for families who, even with all the preventative measures in place, do not feel comfortable sending their children to school, especially children who are medically fragile. Virtual is delivered completely online on our Galloway School Itslearning platform and by Galloway teachers. Students will follow their schedule of asynchronous instruction and will have opportunities for self-paced and real-time instruction. The Virtual program is offered in grades K-8.
  - Technology and Itslearning platform tutorials are required to start the courses.
  - Students will have a formal class schedule and daily attendance will be taken.
  - Students who are enrolled in Virtual are eligible to participate in extracurricular activities such as athletics, robotics, and other after-school clubs.
    - Enrollment is through an online application and will be open July 27-Aug 3
    - Students must remain in the online program for a minimum of one grading period before transitioning if they choose the in-class plan.
    - Internet and computer access are required during the school day M-F
    - Parental support and supervision are necessary for a student to be successful.
    - Traditional grading system will be used for Virtual learning.
  - To continue in online learning once enrolled, the following requirements must be met
    - The student will participate in all required coursework and online lessons during normal school hours.
    - The student will participate in all tutoring sessions required by the teachers.
    - For high school credited courses (Algebra I, Biology, and Spanish 1 & 2), students may need to take proctored major assessments at Galloway on assigned days and time
- 3. Intermittent Online Learning** – This is *temporary* due to class or school closure and will be available to PK-8 students. In this case, teachers will instruct real-time from a classroom via live zoom. Real-time and self-paced instruction will be on a modified school day schedule and extracurricular activities will not be available.
  - In the event a classroom or a school has 10% of the student/staff population with COVID-19 at one time, or otherwise determined by administration, students will move to *intermittent* School-to-Home Learning. This is not the “Online Learning” program nor will it be programmed like that of the Spring 2020 emergency closure. In a School-to-Home learning model, students will temporarily learn from home and their teacher(s) work remotely in a classroom and deliver instruction in real time (synchronous instruction via live zoom) as well as self-paced work (asynchronous instruction).
    - Students will have a formal start and end time of the school day during School-to-Home learning.
    - Daily attendance will be required.
    - Students will receive direct authentic instruction from their teachers as well as participate in group and individual work.
    - Traditional grading system is maintained
    - Teachers will be in a classroom, delivering instruction in real-time throughout the day.
    - Internet and computer access will be necessary for PK-8. Individual technology needs will be addressed.

## PERSONAL PROTECTION

- Students (as developmentally-appropriate and per CDC guidelines), staff and visitors will wear a face mask/covering when entering the school, in common areas such as hallways and cafeteria, when not eating, and whenever a physical distance of 6 feet from another person is not possible.
- The Galloway School is developing schematics for classrooms to achieve a 6-foot distance for students and teachers however that may not be possible in all classrooms. When not possible, students and teachers will wear a face covering, clear partitions will be installed, and individual student needs will be addressed on a case-by-case basis. Requests for special accommodations should be submitted in writing to campus administration.
- Staff will be required to take a COVID-19 Health Assessment prior to coming to work every day.
- We will be providing a KN95 mask for each teacher, along with a plastic face shield to give the most effective daily protection from contracting or spreading the virus.
- Parents will be asked to administer the COVID-19 Health Assessment daily prior to sending their children to school, take their temperature, and keep them home if ill.
- Students and staff will follow current COVID-19 Return to School/Work Guidelines.
- Individuals who develop symptoms of the COVID-19 illness will be sent to the school health clinic, placed in isolation, and sent home immediately. Parents/Guardians will need to make every effort to receive children within 30 minutes.
- Students will be instructed on methods to protect themselves and others from COVID-19 at school.
- Students will be trained on proper hand washing techniques and participate in scheduled handwashing times throughout the day.

## PROTOCOLS FOR SCHOOL VISITORS

Galloway will utilize online meeting options to limit campus visitors when possible. All visitors who enter the building will be required to wear a face covering at the start of the school year. As the year progresses, this requirement may be moved to a recommendation if COVID-19 community spread is greatly reduced.

Individuals who proceed beyond the reception area will follow specific guidelines for visitors.

- All visitors entering the building must sanitize hands upon entry.
- Visitors proceeding beyond the secure vestibule area will be subject to screening by way of a symptom screening form.
- Visitors and staff will adhere to safety protocols including physical distancing for meetings.
- Cleaning/disinfecting will occur after each meeting.

## CLEANING AND DISINFECTING PROTOCOLS

- Frequent cleaning and disinfecting will occur throughout the school day using a non-toxic germicidal disinfectant.
- We are looking into purchasing air purifiers for every room with HEPA filters to constantly be cleaning and filtering the air in each classroom and community area.
- Nightly deep cleaning utilizing UVC lights.
- Each classroom and restroom will be cleaned/disinfected at the end of each day.
- All high touch areas will be disinfected throughout the day.
- Cleaning supplies will be provided for each classroom and common area to maximize room-to-room cleanliness.
- Custodians will wear masks and gloves during work hours.
- The cafeteria will be disinfected regularly.
- Staff will have access to supplies to clean/disinfect working surfaces and shared objects after each use and during breaks in instruction.
- Alcohol-based hand sanitizing stations will be located throughout the building in common areas.

## LUNCH

- Students may eat in various locations throughout the building to maximize social distancing. These areas could include staying in their classroom, utilizing the cafeteria, an alternative classroom, or outside location. All of which will be assigned and scheduled as to reduce transitions.
- Cafeteria, serving, and eating areas will be cleaned between uses.
- Signage and staff will reinforce social distancing throughout the cafeteria.
- All staff will use face coverings/masks and gloves while performing job responsibilities and will be trained to practice health and hygiene regulations.

## ARRIVAL, DISMISSAL & TRANSITION

Parents are asked to assist campus staff in the implementation of arrival and dismissal plans. When transporting children to school, please follow all signage, drop off and pick up children at the appropriate times, locations, and quickly exit the parking lots.

- Parents will not be permitted to walk students inside the school building beyond the secure vestibule without a mask.
- Before care will not be offered to reduce transitions in the morning. Students will go directly to their classrooms upon arrival beginning at 7:45 a.m.
- Water fountains will not be accessible. Students should bring water to school.
- Hand sanitizer stations will be placed at classroom and main entrances, exits and common areas throughout the building.
- Dismissal exit points will be established.
- Galloway will implement staggered release procedures to accommodate staff on hand and timely dismissal. Lower school will dismiss before upper school.
- Students will be released directly from their classroom.
- Transition time of students will be limited as much as possible during the school day. Whenever possible, specials teachers in grades PK-5 will rotate into the classrooms to limit student transitions. Students in grades 6-8 (intermediate) will have a campus schedule designed to limit student transitions during the school day.

## CLASSROOM CONFIGURATIONS AND PROCEDURES

Our limited class sizes allow us to appropriately distance students in a classroom, however as an extra precaution students and staff will wear a face covering during group activities or any time standard social distancing requirements are not possible. If it is possible to keep a physical distance of 6 feet and students are sitting alone, they may remove their face covering as permitted by their teacher. The Galloway School will adhere to any State or County executive orders which may always require face coverings.

- Each classroom will have the following:
  - Visual reminders of distancing requirements in all classrooms, marking off areas for common spaces and distancing best practices.
  - Access to alcohol-based hand sanitizer.
  - Access to disinfectant supplies to sanitize working surfaces.
  - Teachers and staff will set alarm for hourly cleaning in the classroom.
  - Desks or tables will be physically distanced as much as spatially possible.
  - Shared supplies will be extremely limited and cleaned between uses. Students will always have their own daily supplies with them.
- Based on school guidance, teachers will develop, teach, and implement procedures that:
  - Limit student movement within the classroom such as turning in assignments, materials being passed out, etc.
  - Establish student responsibilities to clean personal areas and materials/supplies.
  - Reinforce hand washing protocols and intermittent use of hand sanitizer.
  - Reduce the use of large table seating in classrooms and replace with desks when possible.
  - If tables are used, limit the number of students per table to provide as much social distancing as possible.
  - To the extent possible, locked doors will be propped open between classes to minimize contact with doors and door handles by students and staff entering or exiting classrooms.

## EXTRACURRICULAR AND STUDENT ORGANIZATION ACTIVITIES

Extracurricular activities, practices and competitions will be conducted following safety protocols provided by The Galloway School, University Interscholastic League (UIL), the Texas Education Agency (TEA) and National Association of Independent Schools. This will include health screening, group sizes, sharing and sanitizing of equipment, etc.

- Hand sanitizer will be available in gym areas and equipment will be sanitized on a regular basis.
- Event procedures will be in place to minimize face-to-face interactions.
- Separate entrances and exits may be utilized and event doors may be propped open to minimize physical contact with handles.
- School-wide indoor pep-rallies will not be held during the Fall semester.
- Outdoor pep-rallies or gatherings must include appropriate social distancing.
- Choir might not be offered the first 9 weeks of school, or at least until the community spread outside of the school is in a better position.
- Assemblies and student activities must adhere to recommended social distancing.
- Hand washing or hand sanitation stations will be available for any activity.
- Use of face coverings should be implemented per face mask protocols.

## PHYSICAL EDUCATION

Whenever possible, physical education classes will be held outside to allow for maximum social distancing between students.

- Visual markers will be on the gym floor and bleachers as reminders of social distancing rules.
- Students will need to provide their own water bottles.
- Restroom use will be the practice of “one in and one out.” Equipment will be disinfected after each use.
- Any activities bringing students into close physical contact will be avoided. Activities requiring multiple students to touch or handle the same equipment will be avoided.
- Sanitizing areas and access to handwashing will be provided.

# The Galloway School

## COVID-19 STANDARD RESPONSE PROTOCOL

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### Level 1

#### PREVENTION

No confirmed cases of COVID-19 among staff or students

- Health prevention measures are in place.
  - Daily intensive cleaning and frequent cleaning of common areas.
  - Limited visitor access.
  - Monitoring virus trends in the community via health departments.
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### Level 2

#### MITIGATION

One or more confirmed case(s) of COVID-19 in Upper School or Lower School.

- Persons who came in close contact of an individual with a confirmed case of COVID-19 will be contacted and advised to follow CDC health guidelines.
  - Affected area is closed for deep cleaning.
  - Self-health monitoring, prevention information and stay home if ill communication to all persons at the school.
  - A short-term closure of the facility may be necessary.
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### Level 3

#### MODIFIED OPERATIONS

Confirmed COVID-19 cases in one specific area (i.e. classroom and/or school section) reaches 10%.

- Individuals in that area will be advised to self-quarantine per CDC guidelines.
  - Students and staff impacted move to School-to-Home learning model.
  - Affected area is closed for deep cleaning.
  - Self-health monitoring, prevention information and stay home if ill reminders sent to all persons at the facility.
  - A short-term closure of facility may be necessary.
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### Level 4

#### FACILITY CLOSURE

Suspected/Confirmed COVID-19 cases exceed 10% of facility occupancy

- Entire facility and activities will be closed for a minimum of two days.
  - All students and staff move to School-to-Home learning model.
  - Those in close contact of the confirmed COVID-19 positive persons will be asked to follow CDC guidelines.
  - School-wide communication to staff/parents with self-health monitoring guidance.
  - Disinfection of entire school.
  - All auxiliary areas such as playgrounds and athletic fields are closed.
  - Extracurricular activities are cancelled.
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