

2020-2021

REOPENING PLAN

JULY 20, 2020



Harford Day
SCHOOL



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July 20, 2020

Dear Parents,

The African proverb, “It takes a village to raise a child,” has been a guiding principle since accepting the school nurse position ten years ago. It’s an honor for me to be part of the Harford Day village, and to witness other members of the village, teachers and staff members, work tirelessly for the well-being of our students. Choosing this school for your family acknowledges our partnership with you and your family, and your confidence in our support of your child’s health and learning.

To that end, Harford Day has been busy navigating the storm brought on by the COVID-19 pandemic. Much planning has taken place to ensure a safe and healthy reopening for everyone in our community. To best care for our students, teachers, and staff, many changes to the once familiar school day are necessary.

Open and honest communication about the health of your student and family members as it relates to COVID-19 and other communicable illnesses is especially important at this time. Likewise, we are committed to report to you any instance in which your child may have been exposed to COVID-19 while at school. We will collaborate with the Harford County Health Department to determine the next course of action when concerns regarding COVID-19 illness or exposure arise in our community.

In an effort to keep HDS a safe place to learn, work, and grow:

- Keep your child home if he/she has a fever of **100.0** or greater and/or is not feeling well. Please do not mask a fever or signs of illness with Tylenol (acetaminophen) or Motrin (ibuprofen).
- Let us know if you or someone in your household has been exposed, diagnosed or is suspected of having COVID-19.
- The school is developing an electronic health screening for parents to complete before bringing their child to school. More information about this to follow as we get closer to the beginning of the school year.

Due to limited space, if your child becomes ill and needs to go home, please have arrangements in place for him/her to be picked up in a timely manner by a parent or emergency contact.

Please make sure your child is up to date on vaccinations. Because of COVID-19, many well-child physical examinations were cancelled and therefore, important vaccinations were not administered. Now is the time to get your child vaccinated and to discuss any concerns you have with his/her health care provider.

When school reopens there will be an emphasis on common sense hygiene practices and well-founded COVID-19 guidance. Students will be directed to:

- wash hands frequently and thoroughly, especially before/after meals, after using the toilet, after coughing, sneezing into tissue, etc.
- cover coughs/ sneezes.
- avoid touching others/shaking hands with teachers and their peers.



- avoid touching their face (especially their eyes, nose, and mouth).
- wear cloth face coverings, as appropriate.
 - *Students in grades K through 8 will be required to wear face masks.*
 - *Little Dragon and K-Prep students are strongly encouraged to wear face masks.*
- practice social distancing six feet from others, as appropriate.
 - *Desks and tables used in the classroom will be spaced in accordance with CDC and AAP guidelines. In some cases, plexiglass dividers/sneeze guards will be furnished.*

Teachers and staff will clean frequently touched surfaces (light switches, doorknobs, faucets, desks, chairs, etc.) periodically throughout the day.

Food will not be allowed on campus with the exception of lunches you pack for your child. As a result, we will temporarily suspend hot lunches, advisory lunches and birthday treats. Count on the Harford Day village to recognize and celebrate your child's birthday in a meaningful way.

The reopening details following this letter are based on current guidelines and attributed to many sources:

- Reopening School Decision Tool
- CDC Guidelines for Schools
- MSDE Recovery Plan for Childcare
- BOMA - Preparing Buildings for Re-Entry
- MSDE Recovery Plan
- AAP-American Academy of Pediatrics Guidance
- Sample school websites and reopening plans
- CDC-Readiness and Planning Tool
- MD Division of Early Childhood Covid FAQ

As we learn more about COVID-19, I will do my best to keep you abreast of any adjustments we make at school in response to new information.

I encourage you to reference the reopening plans often, and to reach out for more clarity whenever you find it necessary. We are here to help you in any way we can. I am looking forward to welcoming our wonderful students to campus in September!

Sincerely,

Beth Muller-Hinder, BSN, RN

PHYSICAL PLANT

CLASSROOMS

- Desks will be spaced 3-6 ft. apart per guidelines from the American Academy of Pediatrics; larger classes will meet in larger classrooms and spaces to allow for social distancing.
- Desks will face one direction.
- Early Childhood and Lower School - Each child will have an assigned seat.
- HDS will remove items from rooms that cannot be sanitized between uses (i.e. soft surface items, area rugs on floors).
- Clear plastic privacy shields and partitions will be used in some classroom spaces which require group work and shared tables. (i.e. Innovation Lab)

SANITATION AND CLEANING

- The school's cleaning crew has begun a deep cleaning of each building on campus. Plans are in place to continue to do more thorough daily cleaning and to clean high touch surfaces more frequently.
- Teachers and staff will clean frequently touched surfaces (light switches, door-knobs, faucets, desks, chairs, etc.) periodically throughout the day.
- Although the school has worked to avoid sharing equipment, in some instances, students may share furnishings/materials (PE/Innovation Lab/Music, etc.). Those items will be cleaned/disinfected between student use.
- Desks and table space used by more than one student throughout the day will be cleaned and disinfected between student use.

HANDWASHING

- Handwashing will be required before and after snack and lunch and at regular intervals throughout the day.
- Sinks are located in many classrooms.
- Additional portable handwashing stations will be installed at select locations throughout the school.
- Hand sanitizer will also be available in each classroom.

VISITORS

- Visitors will not be permitted into the school buildings unless absolutely necessary.
- Parents may drop off forgotten items or essentials on the benches on the front porch. Office staff will collect and distribute items directly to students.

QUARANTINE SPACE

- HDS has identified a private, designated space (near the Health Suite) with ventilation for a child exhibiting symptoms of COVID-19. Parents or emergency contacts will be called, and students will need to be picked up in a timely manner.

DROP OFF PROCEDURE

- **Preschool/Kindergarten** may begin drop off at **7:30 a.m.**
 - a. Parents should use the far right car line lane.
 - b. Upon arrival at the front door, temperatures will be taken and recorded.
 - c. Children with temps > 100.0 degrees will not be allowed to enter the building.
 - d. Families with siblings in multiple divisions should wait until 7:45 a.m. to begin drop off. Drop off at the location of the youngest sibling.
 - e. Elder siblings may stay on benches on the main porch (maintaining social distance) until 7:45 a.m. and then proceed to their homeroom/advisory locations.
- **Grades 1-8** may begin drop off at **7:45 a.m.** *All students in Grades 1-8 must put on their masks prior to exiting their cars.*
 - a. Parents should use the three lanes (other than the far right lane) to approach the main school and pull down on the curb to the white line, or as far as possible.
 - b. **Grades 1-3** drop off point is between front doors and exterior classroom doors in the lower school.
 - c. Students in Mrs. Bedsaul's and Ms. Creighton's homerooms will enter through the Main school entrance. Students in Grades 1-3 will enter school through exterior doors to their classroom (Mrs. Downey and Mrs. Rupperecht) or the 3rd Grade hallway (Ms. Dippel and Mrs. Kamyszek).
 - d. **Grades 4-5** will enter their homerooms (Mrs. Westervelt, Mrs. Peck, Mrs. Bradshaw, Mr. McGonigal) via the exterior doors.
 - e. **MS students** will enter through the MS gate.
 1. **6th Grade students:** once in the courtyard between LS and MS, turn left and go directly to the Field House for advisories. Do not go to lockers at this time.

2. **7th Grade students:** once inside the MS building, place lunches on the bench outside the Commons, go to lockers for items needed for periods 1-3, and proceed to advisory classrooms.
3. **8th Grade students:** once inside the MS building, go directly to advisories. Do not go to lockers at this time.

PICK UP PROCEDURE Please adhere to the designated times for pick up, as it will make the end of the school day smoother for all. It is recommended that you plan to pick up at the correct time for your oldest child.

- Names and grades of students should be prominently displayed on windshields to allow staff to quickly communicate to classrooms via walkie talkie. Name cards will be color coded by division to help with traffic direction.
- Children will be dismissed from their classrooms in Early Childhood – 5th Grade through the doors by which they entered the building.
- **Preschool/Kindergarten** may begin pick up at **2:45 p.m.** Parents should use the far right car lane.
- **Lower School/Intermediate** may begin pick up at **3:00 p.m.** and proceed to the curb in front of the main building. Students will be called to the curb when their cars are present.
- **Middle School** may begin pickup at **3:10 p.m.** MS Students will be dismissed from the Field House/Gallery doors, and will be called to the curb when their cars are present.

HEALTH & SAFETY

FACE MASKS

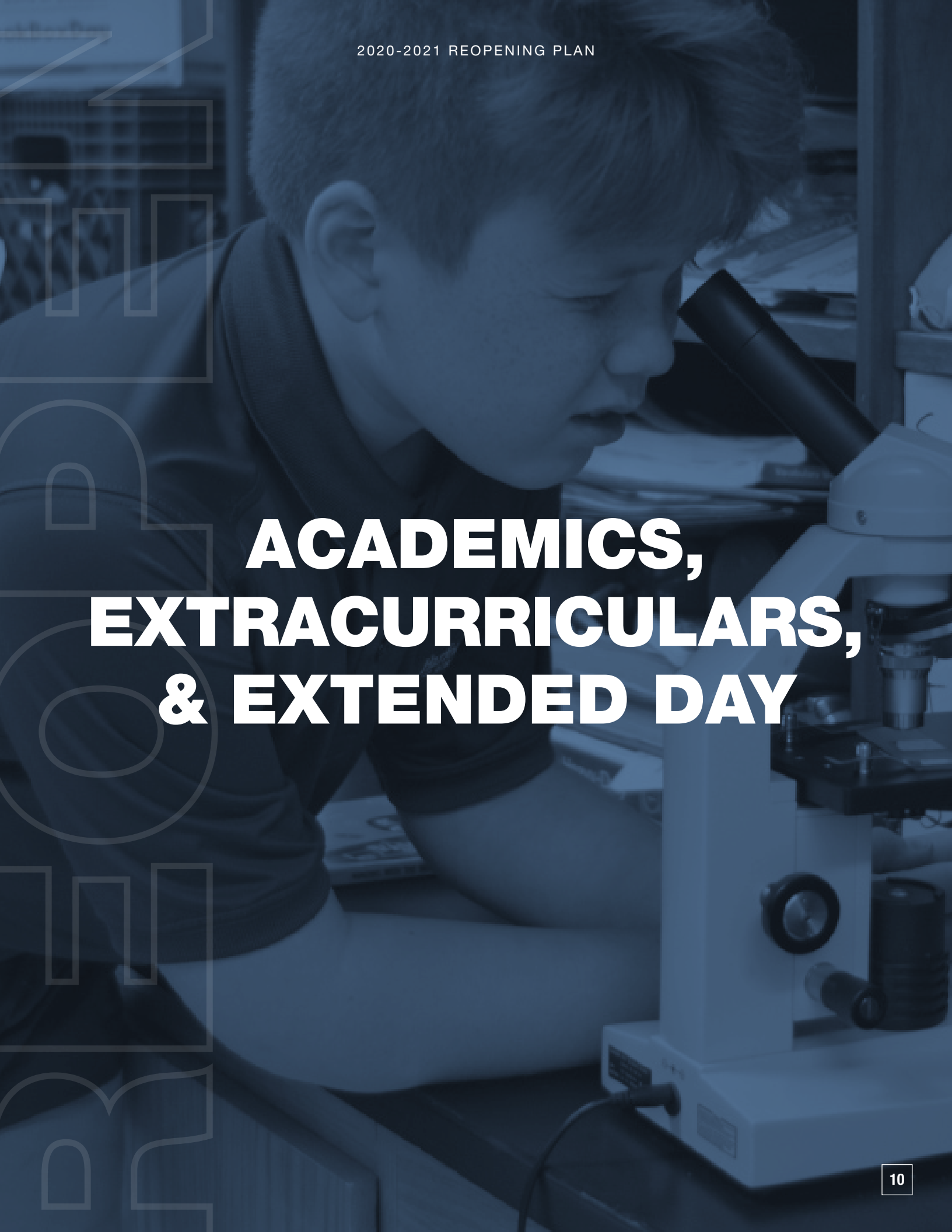
- Face masks (or cloth coverings) are required for all faculty, staff, and students in Grades K-8. As per the Maryland Office of Childcare (OCC), masks are strongly encouraged for our youngest students in Little Dragons and KPrep. CDC and OCC requirements are always subject to change prior to the reopening of school.
- Students will bring at least one extra face covering to school with them each day to have on hand in the event something happens to the one worn to school.
- For now, we encourage you to find a face covering that is comfortable for your child and have him/her practice wearing it for intervals of time.
- For our younger students, Early Childhood teachers will wear clear face masks, in an effort to optimize communication and understanding.
www.theclearmask.com

TEMPERATURE CHECKS AND HEALTH SCREENINGS

- Faculty and Staff will be required to take temperatures before entering school buildings.
- Children in Grades Little Dragons - Kindergarten will need to have temperatures taken and recorded upon arrival to school. Children who are unwell should be kept home
- Families of students in Grades 1-8 will be asked to take temperatures and complete a brief daily health inventory before coming to school. We are currently researching methods for recording and reporting. More details will follow.
- Anyone recording a temperature greater than 100.0 degrees will be asked to stay at home or return home if recorded upon arrival at school. As always, we ask that families be vigilant about keeping children at home when they are unwell.

FOOD GUIDELINES

- Food is not allowed on campus with the exception of lunches packed from home.
- Extended Day will provide snacks as per OCC guidelines.
- Fast food and other food delivery services will not be permitted.
- Advisory lunches and hot lunches are temporarily suspended until further notice.
- Birthdays will be recognized without accompanying food.

A blue-tinted photograph of a young male student in a science lab, looking through a microscope. The background shows shelves with various lab equipment. Overlaid on the left side of the image are faint, stylized white outlines of geometric shapes, including a large 'Z' at the top, a 'U' below it, a circle, and a large 'M' at the bottom.

ACADEMICS, EXTRACURRICULARS, & EXTENDED DAY

GROUPING

- Early Childhood classes will be self-contained, and special area classes will be held in their classrooms.
- Children in Grades 1-8 will be grouped in cohorts. Your child's cohort is the size of the grade level.
- For students in Grades 1-3, teachers will come to the homeroom for certain specials (Languages); students will move to rooms for other specials (Art, Music, Innovation Lab, and PE.)
- In Grades 4-8, movement will be restricted as much as possible in hallways and at lockers, adhering to small groups and social distancing guidelines.

SCHOOL SUPPLIES

- School supply lists have been shared with families. Lists can also be found on the school website, www.harfordday.org, under the Parents/Students tab.
- Students will not share personal materials and supplies (i.e. crayons, scissors, pencils, etc.) during the school day. Any equipment shared among students (i.e. microscopes, musical instruments, etc.) will be sanitized between uses.
- Students in Grades 1-8 will be assigned a device for technology use (i.e. iPad or Chromebook) and will not share their assigned device with others.
- Additional supplies may be required for students opting to attend HDS classes virtually.

RECESS

- Recess will occur for all students as usual, 2 times per day.
- To allow for social distancing and to remain in cohort groups, students will participate in recess activities following a rotation of locations (fields, playground, etc.) with their grade levels.

PHYSICAL EDUCATION

- The locker rooms will not be open, but students will participate in Phys. Ed. classes.
- Details will follow regarding uniforms and activities.

FIELD TRIPS

- Field trips for the 2020-21 school year are temporarily suspended until further notice.

AFTER SCHOOL CLUBS, SPORTS

- Some after school programs will continue. Details to follow.
- MIAA is still determining if interscholastic sports will begin for the fall season.
- Intramural play is being explored.

EXTENDED DAY

- Before school care will not be provided for the fall semester due to modified drop off times.
- Extended Day will be offered in the afternoon only, from dismissal time to 6:00 p.m., Monday through Friday.
- Children in after school care will be separated into small groups, though some may be in mixed grade levels. Social distancing and mask guidelines will be maintained.
- Drop-ins will not be available during the fall semester.
- Additional details to follow.



VIRTUAL LEARNING OPTIONS & RECOMMENDATIONS

LIVE STREAMING

- Some families may elect to participate in classes online via live streaming, rather than attend in person classes. Online participation means that your child will attend most classes via Google Meet. Additionally, homeroom and advisory, will be live streamed; however, there may be limited to no access to livestreaming for some outdoor activities and classes.
- Supplies and materials required for classes will be provided to families electing to participate remotely; however, some materials, such as musical instruments and other limited supply shared items (i.e. microscopes for Science) will not be provided.
- For planning purposes, please notify the school at least 48 hours in advance if you plan on keeping your child(ren) home for an extended period of time for a non-health related emergency.
- Families may elect to return children to school for in person instruction at any time during the school year.
- Tuition will not be discounted for families electing to keep children home; tuition discounts apply only when the school is mandated to close and when distance learning days exceed 30.

IMPORTANT RECOMMENDATIONS

- We strongly encourage families to restrict travel two weeks prior to the start of school. If travel is necessary, COVID testing is recommended prior to the start of school.
- To eliminate the need to check in and out during the school day, we encourage families to schedule medical and dental appointments later in the day.

REOPENING TASK TEAM

Susan Kearney Head of School

Kim Creighton 2nd Grade Teacher

Donna Decker Director of Advancement

Valerie Kohles CFO and Director of Operations

Molly Levis Early Childhood Head

Beth Muller-Hinder School Nurse

Lynne Myavec Middle School Head

Rebecca Poole Middle School Science Teacher

Diane Russell Director of Admissions

Tracy Schoene Director of Technology

LaFreda Smith Director of Equity and Inclusion

Ashleigh Wilkes Lower School Head

