



St. Michael's
Country Day School

Reopening Plan

August 2020



LEARN WITH CONFIDENCE, LEAD WITH CHARACTER,
ACHIEVE LASTING SUCCESS

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MESSAGE FROM THE HEAD OF SCHOOL

At St. Michael's Country Day School (SMCDS), we pride ourselves on a commitment to developing students who are confident learners and who exhibit leadership that exemplifies character. In our mission, these two traits, together, form the basis from which children are to achieve success. As our world faces the challenges of COVID-19 this mission could not be more relevant.

For many months now, school administrators, staff, and teachers, alike -- here at SMCDS and around the world -- have had to live this mission as we work to learn, day in and day out, how to best approach an evolving scenario as we aim to reopen schools. This document is our school's current best estimation of how we will approach the coming school year. It comes from countless hours of research, work and discussion, and is informed by the guidance of health professionals, the Centers for Disease Control and Prevention (CDC), the Rhode Island Department of Health (RIDOH) and the Rhode Island Department of Education (RIDOE), and the thoughtful efforts of our reopening task force and committees.

Our top goal is the safety of our students, faculty and staff. To this end, we have taken extraordinary measures on our campus to combat the virus by implementing enhanced cleaning protocols, to significantly improve air circulation throughout our buildings and to reconfigure the use of our impressive campus with an aim to maximize our ability to physically distance our students. Details on these topics, as well as additional measures we are taking, are addressed in this document.

Our school's emphasis on attending to the whole child has been at forefront of our planning throughout this crisis and we know that children of all ages crave social interaction that is critical to their development. While there is risk in returning to school at a time when there is not yet a vaccine for COVID-19, and the school can make no guarantee that students or staff will not become ill, we believe that opening school, while taking precautions that will mitigate the possibility of transmission, is the right thing to do at this time. This said, a successful reopening and, in particular, our school's ability to stay open will hinge on our community's efforts to adhere to the guidelines and expectations that have been set by the State of Rhode Island and those that are shared in this document. To this end, we ask that all members of the community sign our community agreement (the last page of this document).

I am hopeful as September 8 approaches that we will be back on campus. Furthermore, I am bolstered by the thought that a year from now, things will be very different. With confidence and a good showing of character, we will make it through this time, together! As always, please do not hesitate to reach out to me directly with any comments or questions.

Sincerely,

Walter Landberg
Head of School

SMCDS Country Day School is committed to providing a safe, authentic, engaging, and mission-driven educational experience for students this fall. The coming year will require all members of the community to be flexible, creative, and quick to action as we continue to navigate uncharted waters. This document provides an overview of the possibilities of what things may look like on campus, though we expect that we will need to make adjustments in line with any shifting guidance we receive from governmental authorities. While we anticipate that operations will not be normal for a while, the strength and commitment of our faculty, the spaciousness of our campus and the ongoing work of our administrative and facility team throughout the summer will ensure that we will be ready in the fall. Our guiding principles are as follows:

Health and Safety -- As always, the health and safety of our students and staff are central to all our planning. We are working within state guidelines and recommendations to ensure a safe school environment.

Equity and Access -- We are dedicated to making a SMCDS education accessible to all of our students. Our 1:1 device program will be expanded and we are investigating our options to enhance the educational experience of students when/if they need to be off campus.

Teaching and Learning -- We are reviewing our curricular course of study and the structure of our school day to make the most of our resources. We are also exploring additional systems and technology that will ensure the experience of our students in this new environment continues to reflect the high quality of a SMCDS education.

Social Emotional Development and Community Connections -- Central to a SMCDS education is the pursuit of academic excellence alongside relationships that foster a true sense of being seen and known. Students thrive when they feel connected to their teachers, their school community and each other.

HEALTH AND SAFETY

Health Office, Nursing and Services

For the 2020-21 school year the Nurse's Office will remain in its current location on the first floor of the Mason House. We have added one additional office space in close proximity to the Nurse's office in case of the need to temporarily quarantine students showing symptoms of COVID-19.

Each classroom will be provided with basic first aid necessities in order to limit the need to visit the nurse.

Screening Before Coming to School

The most critical role families will play in keeping our entire school community healthy, safe and continuously open is to commit to daily monitoring and screening of children before coming to school.

All families are required to attest on a daily basis that they have assessed the appropriateness of their child's health and wellbeing in accordance with [state generated attestation of health form](#). The daily health screening mitigates risk for the entire community and limits our students, teachers and staff to potential exposure.

If a student, faculty or staff member is sick, they should not come to the school under any circumstances. Children should be brought to a pediatrician in the event that they do not pass the screening to be evaluated and approved for return to school. A doctor's note must accompany the child upon their return, stating that they are cleared to return.

All faculty and staff are required to self-screen as well before coming to school each day.

Face Masks and Coverings

SMCDS will adhere to the following requirement from the Governor and the Department of Health for in person learning:

"Masks are required in the K-12 setting, even when students are in stable groups and socially distanced (greater than 6 feet apart). The Rhode Island Department of Health (RIDOH) understands and supports the exceptions to wearing masks for health considerations, as outlined in the CDC guidance. If a mask cannot be tolerated during vigorous exercise, additional physical distance is recommended (greater than 14 feet)."

SMCDS will build into our school schedule opportunities for mask breaks and recognizes that children at each age level require different levels of support. We encourage parents to begin practicing the use of masks with children at home. We have not yet determined our specific approach for early childhood (toddler, preschool, pre-kindergarten) in regards to masks, but it is likely that at a minimum we will require students in preschool and prekindergarten to have masks in school and to wear them on occasion.

HEALTH AND SAFETY

From the Centers for Disease Control (CDC):

The CDC suggests that all school reopening plans address adherence to behaviors that prevent the spread of COVID-19. When used consistently and correctly, important [mitigation strategies](#), cloth face coverings are important to help slow the spread of COVID-19. Other important mitigation strategies include [social distancing](#), [washing hands](#), and [regular cleaning and disinfecting](#) frequently touched surfaces in schools and buses. The CDC provides [considerations](#) for wearing cloth face coverings and recommends that people wear cloth face [coverings](#) in public settings and when around people who live outside of their household. The use of cloth face coverings is especially important when [social distancing](#) is difficult to maintain. COVID-19 can be spread to others even if you do not feel sick. [A cloth face covering](#) helps prevent a person who is sick from spreading the virus to others. Appropriate and consistent use [of cloth face coverings](#) is most important when students, teachers, and staff are indoors and when social distancing of at least 6 feet is difficult to implement or maintain. [Cloth face coverings](#) should not be placed on:

- Children younger than 2 years old.
- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the cloth face covering without assistance.

[Appropriate and consistent use](#) of cloth face coverings may be challenging for some students, teachers, and staff, including:

- Younger students, such as those in early elementary school.
- Students, teachers, and staff with severe asthma or other breathing difficulties.
- Students, teachers, and staff with special educational or healthcare needs, including intellectual and developmental disabilities, mental health conditions, and sensory concerns or tactile sensitivity.”

We will take a thoughtful and developmentally appropriate approach to mask wearing in all grades. At this time, we are assessing whether toddler, preschool or prekindergarten students will be required to wear masks. As the recommendations are trending toward increasing the use of PPE, we ask that all students prepare to wear masks while in school and to plan on bringing their own masks to school each day.

While all students are ask to have a clean mask for each day of the school week, SMCDs has secured a supply of adult and child masks in various styles and sizes to assist with those who do not bring in a mask from home.

HEALTH AND SAFETY

Covid 19 Response Planning

SMCDS will follow the [“playbook”](#) provided by the RIDOH which provides specific scenarios and expectations for school response for symptomatic, suspected and confirmed cases of COVID-19.

Travel Restrictions Limiting Attendance on Campus

SMCDS will restrict access and attendance to any person who travels to a location deemed by the State of Rhode Island as requiring a 14-day quarantine. Currently travelers are restricted from states with a positivity rate of COVID-19 greater than 5% and listed on the following web page from the RIDOH:

[RIDOH List of Restricted Travel Locations](#)

In line with [CDC guidelines](#) any student who travels from an international location specified by the CDC that requires a 14 day quarantine must quarantine before coming to school.

We await guidance regarding any requirements for children with family members who travel or other unique and specific situational guidance.

Classroom Set-up and Social Distancing

K-8 classrooms are being arranged to allow for maximum social distancing, with at least three feet of distance between students, with desks facing in one direction.

Throughout campus appropriate distance demarcations are being added to help regulate distancing at sinks, bathrooms, entrances and exits.

During lunch, students will be spaced as far as possible from each other.

Cleaning Protocols and Response

SMCDS will implement enhanced cleaning protocols. In particular:

- We have stocked the school with COVID-19 virus cleaning products and ample supplies for handwashing and sanitizing.
- We have restructured our cleaning practices to allow for ongoing cleaning during the day and nightly deep cleaning of hallways, classrooms and spaces
- .We have secured electrostatic spraying machines for disinfecting and sanitizing.
- We are providing classroom teachers with cleaning products so they may complete continuous cleaning of high touch surfaces in their spaces.

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Bathrooms

Separate bathroom stalls have been designated throughout the campus to accommodate stable groups of students.

Air Movement and Fresh Air

One of the most important requirements to combat COVID-19 is increased airflow. We have taken extraordinary steps to increase airflow by strategically installing individual classroom window fans, large attic ventilation fans, rooftop ventilation fans as well as adjusting our HVAC system to allow for more outside make-up air to be introduced to the system.

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Our plan is to open in person, but we are prepared for all three potential scenarios of in person learning, hybrid model and distance learning model.

In Person Learning

While in person learning will look and feel different this year due to the numerous safety precautions we have implemented, we are eager to welcome students back into the classroom. In consideration of the likelihood that some students may need to be out of school due to personal or family considerations related to COVID-19, we have expanded our 1 to 1 device program to include kindergarten through grade 8. Additionally, we have invested in voice activated camera technology to enhance the experience of students required to learn remotely.

Early Childhood Details	
Structure of Day	The school day for toddlers, preschool students and prekindergarten students begins at 8:30 am. Children can be dropped off as early as 7:30 am if they have older siblings or working parents who need early care. Toddler, preschool and prekindergarten children will be outside as much as possible and use 1 of 4 outdoor spaces. Toddlers and preschool students will have an afternoon nap time and prekindergarten students have an afternoon quiet/rest time.
Specials	Specials will come to classes or teach remotely. Children in PS/PK <i>may</i> have the following specials: Science, Art, Creative Movement, Music, PE.
Materials and Supplies	All materials used by students in a cohort will be cleaned frequently.
Classroom Location	Toddlers will be in the Dana Cottage. Preschoolers will use the 3 classrooms adjacent to the playground spaces and the Rose Canepari library. Prekindergarten will use the 2 larger classrooms and the EC lobby.
Lunch	Students will eat in a space where they can be as far apart as possible. Lunch will be eaten outdoors whenever the weather permits.
Recess Breaks	Toddlers will have a designated outdoor space. Children in preschool and prekindergarten will alternate use of the 2 EC playgrounds (one

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	with swings/grassy space.) daily. Playground and equipment will be cleaned before use by another cohort.
Student Storage	Student backpacks, lunches, coats, etc., will be kept in a place where students will have access while maintaining distance.
Lower School Details	
Structure of Day	<p>Students in each grade level K-4 will make up a stable group.</p> <p>Students will go to their classrooms when they arrive at school between 7:30 and 7:55</p> <p>Classes will begin at 8:00</p> <p>Students will use assigned <u>classroom</u>, break out space and outdoor classrooms for academic and <u>specials</u> classes.</p> <p>They will have 2 recesses per day and will go outside as much as possible.</p>
Specials	<u>Specials</u> teachers will come to classes or teach remotely. Students will attend specials as a grade level/cohort group.
Materials and Supplies	Each cohort area will have their own shared supplies such as tape, staplers, paper. Students will have their own individual supplies provided by the school stored that will not be shared between students. Students will keep all their books and supplies in an individual container stored in the classroom.
Classroom Location and Teacher Configuration	Lower School students will use the 1st and 2nd floors of the van Beuren Building and the lunchroom and maker space on the lower level of the van Beuren Building. Each grade level/cohort will have an assigned bathroom stall.
Lunch	Students will eat in a space where they can be as far apart as possible. They will eat lunch outdoors whenever the weather permits.
Recess Breaks	<p>Students will continue to have a minimum of 2 recesses a day and will be given additional time outside when possible. Grade levels/cohorts will have an assigned recess space and will stay 14 feet apart from other grade level cohorts when outside. Grades will rotate use of playground structures and the structures will be cleaned before used by the next cohort. Each grade level/cohort will also have a designated grassy space and their own set of recess equipment (balls, jump ropes etc.) to use when they are outside for recess. These materials will not be shared between cohort groups and will be cleaned frequently.</p> <p>Students will be encouraged to avoid touching and stay 6 feet apart when possible during recess times.</p>
Student Storage	Student backpacks, lunches, coats, etc. will be kept in a place where students will have access while maintaining distance. "Cubby Spaces"

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	may be created in the classroom or in hallways as long a safe distance can be maintained. If students are using a cubby which is in a hallway space outside their classroom, they will need to wear a mask.
Middle School Details	
Structure of Day	Students will be in three cohort groups; Grade 5, Grades 6 & 7 and Grade 8. Each cohort group will be assigned at least two advisors. Students will begin their day in their assigned cohort area with their advisor. Academic teachers will travel to each grade to teach their class within the given cohort area. Each cohort group area will contain a main academic space and several break out rooms for small group work. Morning advisor time will begin at 7:50. The first academic class will begin at 8:00 a.m. Students will have six 55 minute class periods, a 30 minute office hours block, a morning recess, lunch and lunch recess. Dismissal will be at 3:00 p.m.
Specials	<u>Specials</u> teachers will come to the cohort group to conduct instruction.
Materials and Supplies	Each cohort area will have its own shared supplies such as tape, staplers, paper. Writing utensils, scissors or other frequently handled supplies will not be shared. Students will have their own individual supplies stored in a labeled bin for their own personal use. Personal supplies will not be shared between students. A list of suggested supplies will be sent home in August. Individual student supplies acquired by the school will be distributed and kept in individual bins. Textbooks, workbooks and other study materials will be assigned to students and kept in assigned storage areas for access only by the assigned student.
Classroom Location	Middle School students will have the majority of their classes in the Mason House and will attend science classes in the lower level of the van Beuren building (this section will be off limits to lower school students).
Lunch	Lunch will be held outside as a middle school. Students will be seated 6 feet apart with cohort groups seated 14 feet apart. In the event of inclement weather, lunch will be held in cohort break out rooms. Students will be spaced as far apart as possible.
Recess Breaks	Cohort groups will be assigned a given area for recess that is spaced 14 feet apart from other cohort groups. Assigned areas will rotate daily. Cohort groups must remain within their assigned area for the duration of the recess and for each recess period that day. Students will be instructed to avoid touching and stay 6 feet apart.
Student Storage	Lockers and cubbies will not be used. Each middle school student will have a backpack to carry supplies and books to and from school. These will be placed in a designated area in the cohort area. Each main academic classroom will have a storage area for individual bins. If three feet of space is not available between individual storage areas,

	when possible, students will access them on a staggered schedule to maintain social distancing.
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Hybrid learning

If the State Guidelines require us to reduce the number of students in each stable group or to reduce the total number of students on campus, we will transition to a hybrid model. A hybrid model would allow students to participate in a combination of on-campus and distance learning instruction. Smaller stable groups would be on campus on assigned days each week and work remotely on the other days. Our priority will be to have our youngest students attending classes on campus for as many days as possible each week.

Distance Learning

SMCDS distance learning program was lauded by families during the spring of 2020. The school's distance learning program has been upgraded through the expansion of our 1 to 1 device program, as well as the addition of voice activated camera technology. Teachers have the experience of the spring to build upon and have made adjustments to their programs to prepare for the shift over to distance learning should it be required.

Remote Learning Option

We understand that families have different comfort levels regarding on-campus learning for the start of the school year. If your family is interested in a remote learning option, please respond using [this form](#) by Wednesday, August 19. Once responses have been received, we will be in contact with families with additional information.

Specials Classes

We aim to continue our robust specialist programs. See division plans above for specifics.

Early Childhood (Toddler, Preschool and Pre-kindergarten) Special Considerations

As in K-8, SMCDS aims to be open for in person learning in our early childhood program and we will work to follow the guidelines of the RIDOH and state guidelines for child care programs. Recognizing that remote learning is not the same for this age group of students, in the event that the program is mandated to be closed for a continuous period of greater than four weeks (20 consecutive school days), the school will consider, but cannot guarantee, a percentage refund of tuition for the days beyond the first consecutive 20 school days that we are mandated to close.

GENERAL SCHOOL INFORMATION

Stable Groupings

All students at SMCDS (toddler, through grade 8) will stay within the same stable groupings in assigned classroom spaces. Students will remain in designated spaces for recess periods, at least 14 feet from other stable groups. Lunch will take place within stable groups, at least 14 feet away from other stable groups. At this time, stable groups are set to be no greater than 30, as recommended by RIDOH, to assist in contact tracing should an individual become infected with COVID-19. Note that classroom size goals are still in the 10-15 students, with any larger classes being assisted by an associate teacher.

GENERAL SCHOOL INFORMATION

2020-2021 School Year Calendar

As was announced earlier in the summer, we have moved the start date of school to September 8th in order to provide for more time to prepare for the start of the school year. We will host welcome back days for students during the week of 8/31 – 9/4 and you will hear from division leaders regarding specific dates and times. Note that we expect that certain celebrations and special days will need to be done differently this year.

8/31-9/4/20 - Welcome Back Visit Day for Students (Staggered)/ PD Days

9/7/20 - Labor Day (No School)

9/8/20 - First Full Day of School

10/12/20 - Columbus Day (No School)

10/30/20 - Parent Conferences (No School)

11/10/20 - Professional Development Day (Noon dismissal)

11/11/20 - Veterans Day (No School)

11/25-11/27/20 - Thanksgiving Break (No School)

12/18/20 - Winter Break Begins, (Noon Dismissal)

1/4/21 - Students Return to School; Winter Break Ends

1/18/21 - Martin Luther King Day (No School)

2/12-2/15/21 - Presidents Day Weekend (No School)

2/26/21 - Professional Development Day (Noon Dismissal)

3/13-3/28/21 - Spring Break

4/15/21 - Parent Conferences (No School)

4/16/21 - Spring Weekend (No School)

5/28/21 - SMCDS Day (Field Day) (Noon Dismissal)

5/31/21 - Memorial Day (No School)

6/9/21 - 8th Grade Graduation

Note: Grandparents and Special Friends Day (Noon dismissal) date TBD

GENERAL SCHOOL INFORMATION

Extended School Day (ESD)

ESD will be offered from 3:00-5:30 PM on school days for students in preschool through grade eight who need after school care. In order to ensure the safety of our students, we will implement the following Procedures:

Advance Registration will be required

This year families will be required to sign their children up for ESD in advance. A sign-up form will be available online and families will be able to sign their children up for the days they will use ESD in two week intervals.

Stable Groups

During ESD, students will be organized into four stable groups. Students in different grade levels might be combined to form a stable ESD group. Students will stay in the same ESD stable group with an assigned staff member for each two-week time period. Stable groups will have designated indoor and outdoor spaces and will maintain a 14 feet distance from each other. We will follow the guidelines set forth by the Governor in determining the number of students who can be in a stable group. If the number of students allowed in a group is significantly reduced, there might be times when space in ESD will have to be limited.

Masks

In accordance with the current guidelines, all ESD staff and students will be required to wear face masks while at ESD except when eating snack or during a given mask break time. During the times when a student is not wearing a mask he/she will maintain a six foot distance from other students and staff.

Materials and Equipment

Each stable group will have their own set of materials and outdoor equipment to use, which will be provided by the school. Students will also be able to bring materials (a favorite book, puzzle, toy) from home to use during ESD. These materials must be labeled with the child's name and be kept in a sealed bag. Children will not be able to share materials they bring in from home with other children.

Outdoor Time

The ESD program will be operating outdoors as much as possible this year. Please make sure your child is dressed accordingly. Special provisions cannot be made for students who do not wish to go outside.

ESD Pick-up Procedures

All children will be picked up from the Gibbs Avenue parking lot. After arriving at Gibbs Avenue parking lot, the adults picking up will call a designated number and notifying us that they have arrived on campus. Adults must stay in their cars and wait for the children to be brought to them. All people in the car must have a mask on when a staff member is placing a child into their vehicle.

GENERAL SCHOOL INFORMATION

Safety Protocols and Procedures

All safety protocols and procedures put in place during the school day will continue during ESD.

Location for Drop Off and Pick up

In the coming weeks you will receive specific directions about drop off and pick up. No parents will be allowed to leave their vehicle during pick up and drop off.

Picking up or Dropping off Outside of Regular Schedule

Parents dropping off or arriving to pick up early, as well as those picking up from extended school day should call the main office upon arrival. The appropriate party will be radioed to arrange for children to be walked out to the vehicle in the case of an early pick up and to be escorted from their vehicle to the school in the case of a late drop-off. Parents should not leave their vehicles.

Lunch in Classrooms/Outdoors

All students will be required to bring a lunch that is nut free and ready to eat, as we will not be providing lunch from outside vendors this year. Due to the priority of cleaning protocols, teachers will not have the ability to heat up lunches. All students should bring a fresh cloth or paper napkin each day to use as a place mat on their eating area. There will be no sharing of food or walking around while eating and students will need to eat 6 feet away from each other whether indoors or out.

Visitors

Until further notice, visitors, including parents and other family members, are restricted from entry to buildings on campus to protect the health and safety of our students and teachers. In the event of an emergency or arrival of an approved outside vendor, any non-employee or parent entering a building must wear a face covering, register an attestation of wellness form with the school and be accompanied by an employee.

Communication

As we get closer to the school year, SMCDs will work to provide the most up to date information about reopening. During the school year, we will provide regular updates regarding safety protocols and programs.

COMMUNITY AGREEMENT

As members of the SMCDS community, we recognize that our family's actions may impact the well-being of fellow community members and the school's ability to function and remain open. To this end, we pledge to do our part to mitigate the risk and spread of COVID-19 and other communicable viruses on our campus by **strictly adhering to all federal, state, local and SMCDS health protocols**. I understand that SMCDS may update these guidelines as necessary and we agree to keep ourselves informed and to follow any new guidelines throughout the 2020-21 school year. Specifically, we will do the following:

Health and Hygiene

- Complete a daily self-assessment of health prior to coming to campus.
- Self-monitor for symptoms of COVID-19 and immediately report any indications of symptoms in our children to the school.
- We will emphasize frequent handwashing and adhere to hygiene related guidance of the school.
- Be vaccinated against influenza once the vaccine becomes available or inform the school if compliance with this request is not possible.
- Abide by protocols established by SMCDS in regards to hygiene.
- If a member of the family travels, we will commit to following all governmental guidelines/requirements regarding quarantining after travel.

Social distancing, face coverings and other behavioral requirements

- On a daily basis provide our child(ren) with a clean face covering, as required by the school's guidelines.
- Comply with social distancing guidelines for pick up and drop off.
- Understand that only enrolled students and school staff and faculty are allowed in the school's buildings.

Isolation and Quarantine

- Notify the school immediately and follow all guidelines for quarantining, as laid out by government officials, should someone in our household become infected by COVID-19.
- Follow all testing requirements and procedures laid out by SMCDS and the Rhode Island Department of Health should it be determined that I came in contact with someone who tests positive for COVID-19.

Testing and Contact Tracing

- Willingly and immediately participate in wellness checks as requested by faculty or staff members.
- Engage in contact-tracing interview in order to identify those at the risk of being or becoming infected should I test positive for COVID-19.

Click [HERE](#) to sign.