

# Renaissance School: COVID Planning Phase III

Draft: 7/26/20

***Renaissance School: COVID Phase III Planning is designed to outline practices, protocols and guidance to promote healthy and effective learning environments, healthy operations, behaviors to reduce the spread of COVID-19, the well-being of students and staff and how Renaissance School will respond to COVID-19 exposure in our community.***

***Note: Families should use Phase III to make sure homes have strong internet speed and access to a computer or tablet. This will ensure a quick and smooth transition should we need to go back to Phase II.***

***Our Phase III plan is subject to change based on latest information.***

## **Regularly used Apps**

Google Classroom (all)

Google Calendar (all)

ThinkWave (all)

DataClassroom (sciences)

Padlet (all)

WordPress (seniors)

Morningstar (Business)

Adobe Photoshop (Digi Apps)

## **Terms**

Student: Full-time enrolled students in grades 9-12

Faculty: Part-time or full-time contracted teachers

Staff: Full-time staff

Community: All students, faculty, and staff

## **Important notes about Renaissance School**

- Renaissance School does not provide lunches
- Renaissance School does not have a sports program
- Renaissance School has fewer than 50 students
- Renaissance School will allow only RS community members into the building beyond the security doors
- All Renaissance School classes will be offered on-site and via remote learning through all phases. All students/faculty will have the opportunity to learn/teach in either environment.
- COVID planning is determined by the Head of School with advice from CDC, TJHD, VDH, RS Board of Directors, Charlottesville Area Independent Schools, National Association of Independent Schools, and Health Care Professionals.
- The Phase III plan was approved by the TJHD on July 15, 2020. Renaissance School will comply with TJHD on all procedures and recommendations.
- Head of School will consider input from faculty and leadership team
- Renaissance School will follow all CDC recommendations, without variances, and will submit all plans through the Virginia Department of Education
- Renaissance School will take additional precautionary measures to the CDC recommendations

# GENERAL OVERVIEW

(Complete or in-process)

## **BUILDING UPGRADES**

- Automatic temperature monitoring at the door prior to entering the office
- New second set of security doors to enter the building
- New isolated sick room
- Upgraded HVAC throughout the building
- New HEPA air filtration systems with UV-C and anion function on every floor (thanks to a RS family for this gift!)
- After hours UV-C lamps with ozone bulbs (thanks to a RS family for this gift!)
- Small class sizes with 6' spaced work areas
- Touch-less hand sanitizing stations on every floor
- Enhanced building cleanings
- Window replacement throughout most of the school (this will be an ongoing project)

## **TECHNOLOGY IMPROVEMENTS AND TRAINING**

- Internet upgrade for faster speed
- Hardware and software additions allowing classes to be attended both in-person or remotely, and recorded
- Faculty training on COVID safety measures with Dr. Denise Bonds, TJHD Director and Renaissance School alumni parent
- First Aid / CPR certification
- Youth Mental Health First Aid certification is scheduled
- Daily health assessments via an online application

## **CLASSROOM EXPERIENCE**

- Students who work from home are still part of a live community experience, including group discussions, Q&A with teachers, and the social interactions that are so essential to mental health
- Each student and faculty member will be provided with PPE in a back-to-school kit
- Masks required by all in the building
- We are also in the process of installing IT upgrades to better support those learning from home (thanks to a RS Parents for this gift!)
- All plans are compliant with the CDC/VDH, and in consultation with our local health district (who approved our final draft just last week), local health officials, the Board, CAIS, and NAIS
- We will teach outside as much as possible!

# GENERAL INFORMATION

## **COMMUNICATIONS STRATEGIES**

- Regular student and staff attendance will be kept at the front office
- Office Manager will establish a clear means of documenting attendance in and out of the building
- Clear and regular communication to families, faculty, and staff will come from the Head of School. This communication includes prompt notification of updated protocols.
- If a positive case or outbreak is confirmed in our community or discovered through contact tracing, the Thomas Jefferson Health District will immediately notify identified at-risk students and their families

## **PROMOTING EFFECTIVE BEHAVIORS AS A SCHOOL**

- Renaissance School will submit Phase III draft plan to TJHD for input prior to submitting to the Virginia Department of Education
- Head of School regularly collects updated information from CDC, TJHD, VDH, RS Board of Directors, Charlottesville Area Independent Schools, National Association of Independent Schools, and Health Care Professionals.
- School will enhance internet speeds to support teaching in the classroom to families at home
- School will check supplies of PPE materials daily and replenish as needed

## **PROMOTING EFFECTIVE BEHAVIORS AS FACULTY**

- Renaissance School faculty and staff will meet with Dr. Bonds, Director at the Thomas Jefferson Health District and Ryan McKay, Senior Policy Analyst to cover recommendations and best practices
- Staff will be provided training in cleaning, distancing practices, and mitigation strategies
- All teaching faculty and school staff will be provided PPE materials, CPR and First Aid training (encouraged), Mental Health First Aid Training (encouraged)
- All contracted faculty and staff will attend a discussion with Thomas Jefferson Health District (mandatory) and training in COVID symptoms and response
- All faculty will participate in safe social distancing and safety measures
- All teaching faculty will be provided an iPad for remote teaching flexibility
- All teaching faculty will be provided individual containers with assigned teaching materials and PPE materials (including back-up masks, vinyl gloves, hand sanitizer, face shield)
- Faculty will assign seating charts for each class and will mark attendance. A copy of the seating chart must be kept on file in the front office

## **PROMOTING EFFECTIVE BEHAVIORS AS STUDENTS**

- Students will be provided a thorough orientation of new procedures during the first days of school
- Students, parents, and faculty will be asked to sign a document noting their full understanding and compliance with these protocols.
- Students will be provided back-to-school kits with PPE materials (including back-up masks, vinyl gloves, hand sanitizer)

# **OUTSIDE OF THE CLASSROOM**

## **BEFORE ENTERING THE BUILDING**

- All students and faculty must agree and honor the protocols of the school. If a member of the community can not follow the protocols then they will not be permitted to enter the school building and can participate in remote learning.
- If any member in our community has been exposed to COVID or has symptoms related to COVID, they must get a test prior to returning to school (test result must be negative) or perform remote learning for 14 days.
- Community members are required to wear a mask both in and outside of the school building during school hours

## **UPON ENTERING THE BUILDING**

- Staff will monitor student temperatures before entering the building. If a student has a fever of 100 degrees or more they will be sent home and they must follow symptom guidelines (see below).
- Community members will be required to participate in daily health screenings (see below).
- Students will be required to enter the building 6+ feet apart.
- Students must use the hand sanitizer station after entering the front door, prior to entering the office area.
- School will have no more than 50 individuals for any school gathering.
- Students and faculty will use hand sanitizer upon entry and throughout the day.
- Non student or faculty guests will not be permitted in the building past the safety door unless successfully passing all forms of screening and cleared by the Office Manager.

## **BETWEEN CLASSES**

- Students are recommended to carry their books and supplies in a backpack. However, we recognize this can be quite heavy, so students will continue to have assigned cubbies. Access to the cubbies will be on a staggered rotational schedule with no more than 6 students in the room at a time.

## **DISMISSAL**

- Students will have a staggered dismissal to ensure ease of social distancing rule
- Students will need to maintain social distancing on school grounds including the sidewalks running alongside the school

# **DAILY ROUTINES**

## **GENERAL**

- Classrooms and communal areas will be modified to support safe distancing
- School gatherings will consist of 50 people or fewer and will be spaced 6+ feet apart
- School will designate a private short-term quarantine space for sick students. This space will be separate and isolated
- School will clean the quarantine space after each use
- Water fountains will be turned off and not used
- Hand dryers (air) will not be used
- Signs will be posted throughout school promoting safe practices including hygiene and social distancing

## **CLEANING**

- Students, faculty, and staff will work together to clean surfaces (desks and chairs) and door knobs between classes
- School will provide cleaning service for weekly deep cleaning
- School will consider provide additional professional cleaning services throughout the week

## **CLASSROOMS**

- Students will be assigned seats that are at least 6' apart
- Each classroom will have a box of Nitrile Disposable gloves, hand sanitizer, and cleaning material
- Standing hand sanitizer stations will be available on each of the five floors of the school, with 2 stations on the main floor (entrance and kitchen)
- Students will be provided a back-to-school kit with gloves, sanitizer, and a disposable back-up mask
- Faculty will be provided a bin to carry their classroom materials in. This will include white board markers, sharpies, pencils and pens. Faculty may add to the bin, but may not share any of the materials
- Students and faculty should take all classroom materials with them when they leave each space
- Students and faculty must wear masks while on school grounds
- Students must provide their own writing utensils and class supplies
- Students must provide their own laptop device as outlined by the school
- Teachers will conduct class outside as much as possible
- Textbooks will not be shared
- Homework: All homework that can be submitted electronically will use Google Classroom
- Faculty will grade papers handed in with gloves and/or will allow for a 5 day incubation period before grading
- Each student will be responsible for cleaning his/her desk space and chair with disinfectant (provided by school)

## **CUBBIES**

- Students will be allowed to visit their cubby once per day
- Students will have assigned times to visit their cubbies on a rotation schedule
- At the end of the school day, last period classes will be dismissed 5 minutes apart beginning at 3:55pm
  - Faculty will work together to determine this schedule

## **BATHROOMS**

- Renaissance School has individual bathrooms, which will be easy to maintain one person per bathroom
- In using the bathroom, individuals must use a paper towel to open the door if it is closed, wash hands with soap for a minimum of 20 seconds, and use paper towels to open the door upon leaving the bathroom.
- Seat, toilet handle, and sink must be wiped prior to exiting bathroom
- If the bathroom door can be left open, please leave it open when exiting the space
- Students and faculty should close the toilet lid when flushing
- Masks must be worn the entire time in the restroom

## **LUNCH**

- Renaissance School will split the lunch period into two groups.
- Lunch space will be spread through multiple rooms to allow for safe distancing of 6'
- Faculty and staff will space out 6' apart in the math room, students will space out in the lunch rooms and English room

- Faculty and students will need to bring their own dishes and will not be permitted to wash dishes at school
- All community members will have the responsibility to clean up their space with provided disinfectant
- Students will continue to work together in pairs to sweep the floors and wipe the kitchen counters. All cleaning will be done with gloves and masks
- The Office Manager will oversee the clean-up process
- Lunch shifts will not be allowed to go over in time
- Students will be permitted to leave the building for lunch unless otherwise informed
- Students are encouraged to eat outside with safe social distancing

### **ACADEMIC PROGRAMS**

- Renaissance School is committed to maintaining academic integrity and continuity
- All programs will be designed to support a remote learning model should we need to pivot
- Remote learning will largely be synchronous
- All teaching faculty will be provided an iPad for remote teaching flexibility

### **SCHOOL CLUBS**

- School activity clubs will be permitted to meet with all protocols in place
- Clubs will not be permitted to cook or provide food during any meeting on school grounds

### **ARTS PRACTICUM**

- Renaissance School will not partner with ACAC for the academic year 2020-2021
- Renaissance School will assess Spring community partner programs individually as well as explore opportunities outside of community partnerships

### **NINTH WEEK**

- Renaissance School is committed to continuing its use of this unique learning opportunity in the fall and spring, but will be seeking opportunities of outside activities
- The fall Ninth Week will not have an overnight component
- The Spring Ninth Week Program will be assessed at a later date
- Following the spring Ninth Week, Renaissance School will provide families with a refund option for any unused Ninth Week fees

## **COMMUNICABLE DISEASE PLAN**

### **POSITIVE COVID TEST**

- Community member will quarantine with remote learning for 14 days from point of exposure
- A contact tracer interview will be conducted by the TJHD
- TJHD will connect with school to confirm points of contact
- School will conduct additional cleaning practices from any points of contact
- VDH/TJHD will send a letter notifying parents of a possible exposure
- Those who have possible exposure will quarantine with remote learning for 14 days from point of exposure
- Privacy will be respected

## HIGH RISK, IMMUNOCOMPROMISED, POTENTIALLY EXPOSED

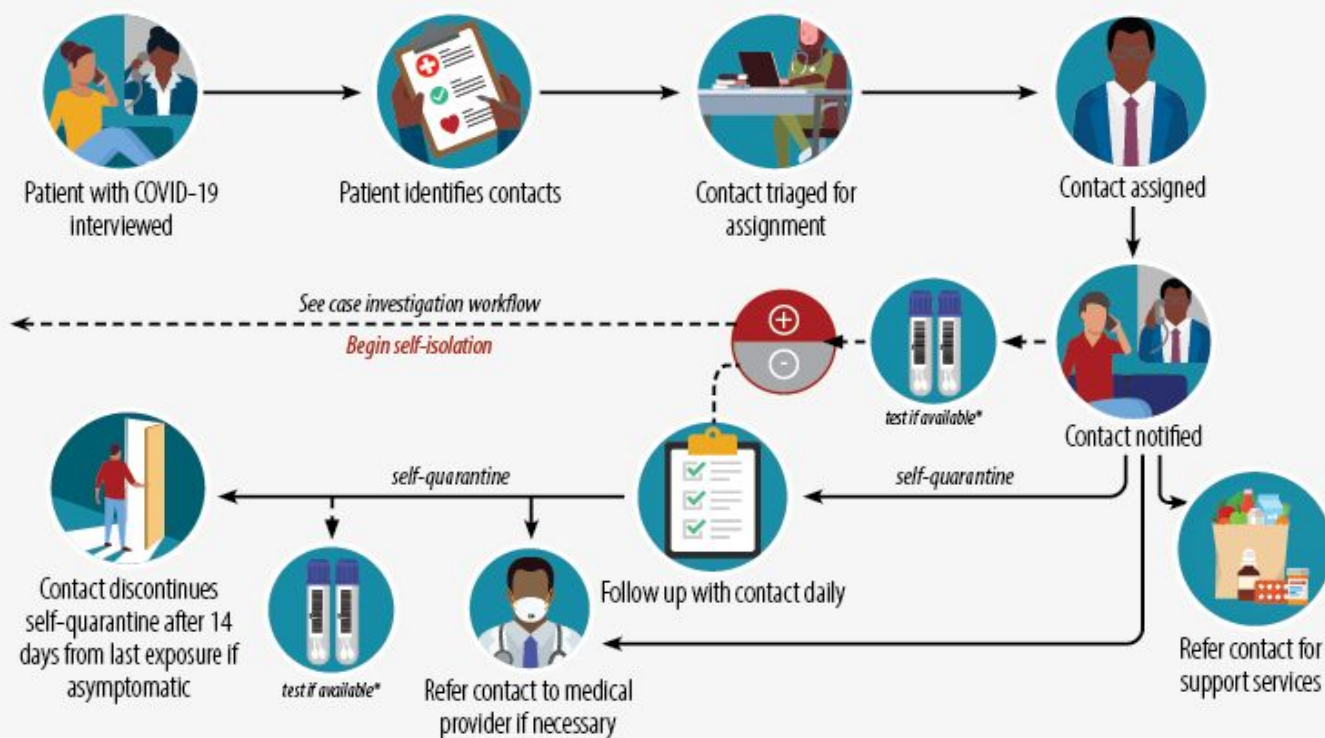
- If a student or faculty member has been exposed, or potentially exposed as outlined in Contact Tracing document, to COVID-19, they will not be permitted to enter the building for 14 days from point of exposure
- If a student/faculty or family member is immunocompromised, it is recommended that the student/faculty conducts classes remotely until they are safe to be in a public space
- All courses and programs will be offered via remote learning as an option
- If a faculty member becomes sick, they will need to find a substitute. To support this, curriculum planning will need to be planned for the calendar year during the summer to ensure a smooth transition
- Any outside-of-school substitutes will be trained in our safety protocols and school policies

## TRACING GUIDELINES

- Renaissance School will follow the CDC contact tracing guidelines for general businesses [https://www.fisherphillips.com/resources-alerts-6-15-48-these-3-numbers-offer?click\\_source=sitepilot06!6433!c2!sdmVybWFuQG5haXMub3Jn](https://www.fisherphillips.com/resources-alerts-6-15-48-these-3-numbers-offer?click_source=sitepilot06!6433!c2!sdmVybWFuQG5haXMub3Jn)
- When a student shows signs of COVID, but has not yet been tested the school will identify possible points of contact and exposure and notify TJHD while maintaining the privacy of the sick student. TJHD will notify families and faculty of any potential exposure.

## CONTACT TRACING WORKFLOW (COVID-19)

Access to version 10/21/2020: <https://www.cdc.gov/coronavirus/2019-ncov/ig/contact-tracing/contact-tracing-a-to-z/contact-tracing.html>



\*if contact tests positive or develops COVID-19 symptoms, case investigation is necessary.



[cdc.gov/COVID19](https://cdc.gov/COVID19)

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## **STUDENT OR FACULTY WITH SYMPTOMS**

- If a community member becomes sick during the day, they will be immediately separated from school community to a safe quarantined space
- Staff will call family to pick up child to take to a pediatrician
- School will contact TJHD as a heads-up
- Students within a 6' radius for more than 10 minutes of COVID positive case will be in quarantine with remote learning for 14 days from point of exposure
- In case of an emergency, Renaissance School will call an ambulance
- Sick community members should follow CDC-recommended steps  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- Community members may return when they meet criteria to discontinue home isolation  
<https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-in-home-patients.html>
- In case of a positive test, community members have two options: time-based strategy or test-based strategy
  - Time-Based:
    - At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms (e.g., cough, shortness of breath); and,
    - At least 14 days have passed since symptoms first appeared.
    - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/disposition-hospitalized-patients.html>
  - Test-Based: Two consecutive negative test results within 24 hours

## **CLOSE CONTACTS AND QUARANTINE**

Close contacts are considered those within 6 feet of a person with COVID-19 while not wearing adequate personal protective equipment for more than 10 minutes. Individuals who are identified as close contacts must quarantine for 14 days and monitor for symptoms. Individuals can return to school after the 14 day period if no symptoms have developed.

## **CLOSURE PLAN**

- Should Renaissance School need to return to remote learning, we will implement a full synchronic learning model with a slightly modified schedule to allow for more breaks and balanced screen time
- Students should be prepared to take home all learning materials and have computer and internet access at home
- Renaissance School will allow for 1-3 school days to transition to remote learning at the Head's discretion

## **NOTIFYING HEALTH OFFICIALS**

- In accordance with state and local laws and regulations, school will notify local health officials, staff, and families immediately of any case of COVID while maintaining confidentiality in accordance with ADA
- Report to Thomas Jefferson Health District:
  - Ta'Kindra Westbrook, Acting District Epidemiologist

O: 434-233-3258      C: 434-270-1772

## **DAILY HEALTH SCREENINGS**

- Recorded as pass or fail
- Will use screening document provided by VDH
- "Close Contact" = prolong exposure of 10 minutes or more within 6' distance



- Risk assessed to determine the risk exposure

# Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://cdc.gov/coronavirus)

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