

AC Reopening School Plan 2020-2021

Submitted 7/31/20



Allendale Columbia

School

NURSERY—GRADE 12

— *since 1890* —

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Introduction

Allendale Columbia School (AC) is committed to creating and maintaining a safe, healthy, educational environment for its students, faculty, staff, and families for the 2020-2021 academic year. AC's top priorities are the physical and emotional health of every member of its school community, and adherence to the high academic standards that are the hallmark of the School.

We believe that the most advantageous learning environment is one in which all of our students, faculty and staff are on campus and able to safely interact as one educational community. It is our intention to begin the 2020-2021 academic year with in-person instruction. This will include the recommended health and safety precautions including appropriate physical distancing, the use of personal protective equipment (PPE), screening and monitoring devices and procedures. Allendale Columbia School is able to do this more easily due to its large campus, spacious facilities, and smaller student population.

In order to successfully operate AC this year, we need the commitment of each person in our school community to the policies and procedures set forth. These directives have been adopted for the mutual benefit of all, so that AC can plan to have the best outcomes possible for its students this academic year. **Compliance with all of the policies and procedures are mandatory for every student, parents/guardians/families, and AC employees.**

Please keep in mind that this plan is fluid, and if the Department of Health changes its guidelines, we will adapt this plan to meet those guidelines. Guideline changes may differ, or be inconsistent with, the information in this plan, and the School will be following the most up-to-date Department of Health guidelines. We ask for your understanding and flexibility. The School acknowledges that COVID-19 policies are intended to mitigate, not eliminate, risk.

While AC moves forward with its plan for in-person learning, the School acknowledges that, in the event that our location or our school community experiences elevated cases of COVID-19, we might need to employ either a hybrid or distance learning educational model. Having successfully executed distance learning from March-May 2020, we are confident in our ability to shift gears once again if it is medically advisable to do so.

Section 1: Communication with Students, Families and Community Engagement

AC prides itself on consistent, clear communication with all of its stakeholders. Led by the Director of Communications, in consultation with the Interim Head of School, the Leadership Team, and the Co-Chairs of the Board of Trustees, AC utilizes multiple channels to communicate with, and gain insight from, its constituents. These groups include parents, students, faculty/staff, trustees, alumni, volunteers, and community stakeholders.

In considering decisions related to the reopening of school, AC has or will be engaged in, the following activities:

1. Since March, AC has had a link on the top of its website homepage, www.allendalecolumbia.org, with information related specifically to its COVID-19 response. This link continues to be updated as information is available.
2. The Leadership Team at AC has consulted with local medical professionals throughout the process of developing its protocols and this plan. The Interim Head of School also participates regularly in the health and safety briefings offered by the Health

Commissioner of Monroe County. AC has also had an active Reopening Task Force chaired by a member of the leadership team, with sub-committees for all of the major areas of school academics and operations.

3. An online survey was emailed to all faculty and staff to gauge their reaction to, and thoughts about, returning to in-person, hybrid, or distance learning. The survey results were then analyzed by the Leadership Team as part of its decision-making process.
4. Any faculty or staff member with personal concerns about returning to an in-person learning environment in September was contacted for a private meeting with the Interim Head of School and the CFO/Director of Human Resources.
5. A virtual full faculty and staff meeting will be held on August 4.
6. An online survey was emailed to all parents and guardians in the school community to gauge their reaction to, thoughts about, and questions regarding returning to in-person, hybrid, or distance learning. The survey results were then analyzed by the Leadership Team as part of its decision-making process.
7. Two open Town Hall sessions will be held virtually for parents of current AC students. The Lower School parent session will be held on August 12, and the Middle and Upper School will be on August 10.
8. Upon submission of its reopening plan to the State of New York and Department of Health, Allendale Columbia School will make the entire plan available as a link on the home page of its website, www.allendalecolumbia.org
9. AC plans to hold additional orientation sessions for all parents and students prior to the opening day of school on September 8.
10. AC has extended its faculty and staff meeting and orientation days prior to school opening in order to fully communicate and inform all persons on procedures and protocols for school reopening and operations. Additional health and safety training will also be addressed.
11. We are in the process of creating a video for Lower School students to walk them through what it will look like their first day back. It will show a LS student getting out of their car, walking into the building, stopping at the temperature screener, using hand sanitizer, heading to their classroom, sitting at their separated desk, and washing their hands. This tool will give our youngest students (and their parents) an example of what they're supposed to do and what's different this year for their first day back.
12. Regular email communications to the entire AC community from Board Chairs and Interim Head of School with Reopening Committee and safety updates will continue to be sent every 2-3 weeks through August. Bi-weekly emails from Division Heads will begin in September.

Section 2: Health and Safety

ARRIVAL AND DISMISSAL

At AC, we have put plans in place to help ensure that all our students arrive at school, and back home, safe and well. We strive to continue our welcoming environment with as little disruption for families as possible. We already have a significant number of families who drive their students to and from school, and we encourage others to consider that option this year.

Arrival

1. Students are on campus only for the duration of the school day. Upon arrival, all students will go directly to their classrooms.
2. Students may not enter the building before their arrival time of 7:30 am and must enter through their designated door entrance (see below).
3. Students will enter the building without parents at their assigned entrance door.
4. The Columbia Circle (main door) entrance will be utilized exclusively for all appointments and late arrivals.
5. Students are only allowed in and out of the building at their assigned entrances by division. If families have students in more than one division, they must drop off separately at each entrance.
6. Little School, Nursery and PreK: Side Columbia Circle entrance closest to the PreK classroom.
7. Lower School: Main entrance of Columbia Circle
8. Middle School: Allendale door entrance in center of school and proceed directly up the stairway over the Courtyard.
9. Upper School: Students may enter the building through the Business Office entrance or the visitor entrance in the Courtyard by the Dining Commons.
10. Students should minimize items in their hands. Backpacks or one bag carrying all items are preferred.
11. Lower School parents will be encouraged to unbuckle their student(s) seat belt(s) once they have come to a complete stop in car line. Parents will remain in their car during drop-off.

Dismissal

1. Dismissal times may need to be adjusted when AC is informed by the Districts of the busing schedules. Student schedules will be adjusted to accommodate each time slot.
2. Car line will operate as it currently does, but students will be required to use hand sanitizer when exiting the building, distance from non-household members, and keep their face coverings on until they are in their cars.
3. Bus students in Middle School and Upper School will stay in their last class classroom under adult supervision until their bus is called. Lower School students will go to the Dining Commons and sit physically distanced from other students on the same bus.
4. Students will be asked to exit the building immediately upon dismissal. Those students who must stay later until a parent picks them up will be required to remain in the library under the supervision of an AC staff person. No student will be allowed to roam the hallways.

ADMITTANCE TO THE BUILDING AND VISITOR POLICY

For the safety of the entire School community, Allendale Columbia will be limiting visitors, vendors, and any outside (non-student, non-employee) personnel from entering any of its school buildings.

1. Parent/family volunteers will not be utilized for in-school or extracurricular activities on campus.
2. Visitors will not be able to participate in classroom activities at this time. On a case-by-case basis, teachers will work to the best of their ability to broadcast or record these activities for viewing by families in real time or at a later date.
3. Large scale school events including concerts, theatrical performances, and special celebrations will be reworked on a case-by-case basis to meet all safety and distancing protocols. We anticipate that, whenever possible, events will be conducted remotely.
4. Visitors will not be able to join students for lunch.
5. Parents/families will be unable to enter any building on the AC campus without a prior appointment with a teacher or the appropriate staff member. Whenever possible, these appointments will be done remotely (via phone or Zoom), or during after school hours.
6. When picking up a student for an appointment or returning a child to school during the school day, parents/guardians must text or email the Welcome Desk from their car parked in the Columbia Circle and state the student's name and reason for the visit. Parents/guardians should not enter the school. The Welcome Desk will acknowledge the request and send the student out to the waiting car with a visual confirmation that the student is in the awaiting car. The electronic exchange will serve as a record of the student's absence from school since there is no longer a manual sign-in book.
7. For parents/guardians of students in the Little School or Nursery, pick-ups will be through their designated door in the Columbia Circle entrance closest to the PreK classroom. Nursery and Little School parents should contact the teacher through the HiMom! application that families are using for communication. These students will be escorted to the door to the waiting parent outside.
8. Visits from any non-students/employees will be extremely limited, and by prior appointment only. Staff will be instructed to book appointments after school hours to the best of their ability. Anyone entering the building per posted signage must wear a mask and keep it on for the duration of their visit (no exceptions). They must use provided hand sanitizer at the main entrance door and remain near the door at a physical distance from the Welcome Desk or anyone else until they are met by a representative from AC. Any vendor will be escorted by an AC employee at all times.
9. AC will be giving tours to prospective families/students by appointment after school hours and on weekends. All admissions tours will be led by an AC staff member who will remain with the visitors at all times. Those touring the school will not enter any classrooms occupied by students, and each person on tour will be required to wear a mask while on campus. This policy will remain in effect until such time as it is safe to allow visitors on campus during the school day.

HEALTH CHECKS AND SCREENINGS

The mental and physical health of all our students, faculty and staff is our first priority at AC. To that end, we have invested in ample supplies, state-of-the-art equipment and trained personnel to help keep our community safe, with the understanding that we can mitigate, but not

eliminate, the risks associated with COVID-19. AC employs two professional school counselors, one of whom is also a licensed social worker, to work directly with students and teachers. One counselor works with the Middle and Upper School, and the other works exclusively with the Lower School. These resources are also available to parents who may need guidance in supporting their children.

Daily temperature and face covering checks

1. The school has purchased five AATSS V2 Enterprise Automated Temperature Screening Systems. These touchless, state-of-the-art systems will be at each entrance and can detect face masks; take temperatures with an accuracy of +/-0.5F; store data logs and export the data to an Excel spreadsheet. The systems also detect face coverings.
2. AC employees, wearing PPE, will supervise the scanning of all students, faculty and staff every morning upon entrance for an elevated temperature of 100.4°F or greater. If a temperature is detected, or signs of sickness are observed, the person will be denied entry into the building or sent directly to a dedicated area for pick up.

Mandatory daily online screenings

1. All students and employees must participate in a daily health surveillance check-in prior to arriving at school. The University of Rochester Medical Center has made available to Rochester-area schools a free, simple digital screening application that is transmitted daily to users' phones. It lists COVID-19 indicators and asks users if they are experiencing any of these symptoms.
 - Fever or chills (100.4°F or greater)
 - Cough
 - Shortness of breath or difficulty breathing
 - Severe fatigue
 - Muscle or body aches
 - Headache
 - Loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

The user then hits a button for yes or no, and verification of a completed questionnaire will be retained by the school. No medical information will be stored by AC.

2. Any student, staff or faculty member arriving at school who has not completed their electronic screening will be provided with a paper version by the AC employee who is staffing the temperature screening system. These forms will be collected by the AC employee at the scanning station and delivered to the staff responsible for attendance.

3. All screening data (electronic and paper) will be immediately reviewed each morning by the staff responsible for attendance. Only the status of screening completion will be reviewed. In the case of students, faculty or staff who have stayed home, a follow-up call will be made with a reminder of safety protocols. Any incomplete data or questions will be referred directly to the school nurse.

Employee and student testing

Following recommendations of the CDC and NYSED, AC does not require routine, mandatory COVID-19 testing or antibody testing of students, faculty and staff as a screening mechanism. This determination should be made by a healthcare professional or the local department of health.

However, AC will require testing to prove that an individual who has previously tested positive for COVID-19 is clear to return to school. **In addition**, AC can request that employees and students exhibiting symptoms of COVID-19 while at school, or those who have had close contact with a person confirmed positive with COVID-19, be tested for COVID-19. AC would then follow-up with the employee or parent/guardian of the student to learn the result of the test.

MANAGEMENT OF ILL PERSONS

Immediate response

1. Any student or AC employee who becomes ill or exhibits signs of illness during the school day will be isolated in a room adjacent to the nurse's office under visual supervision until someone is able to bring them home or to a healthcare facility depending on the severity of the illness. Pick-up (or departure) must occur within 30 minutes of notification.
2. Prior to arrival at school, the responsible individual picking up the ill person will be given instructions on protecting themselves with PPE, directions on exiting the school in a safe manner, and be given a handout provided by the Monroe County Department of Public Health entitled *Testing and Health Care*.
3. AC employees who become ill or exhibit signs of illness during the school day will be given a handout provided by the Monroe County Department of Public Health entitled *Testing and Health Care*.
4. Faculty will receive training prior to the start of the school year in how to identify pediatric symptoms of COVID-19, and will refer any student they see exhibiting signs of illness to the nurse.
5. The school nurse caring for a sick individual will be equipped with all PPE requirements including gloves, a gown, an N-95 respirator, and eye protection.
6. The room in which the ill person was isolated will be cleaned and disinfected as specified by CDC guidelines.

Positive screens and contact tracing

1. Students and employees exhibiting any symptoms of COVID-19 or those testing positive for Covid-19, must stay at home, or will be isolated and sent home until they are cleared to return to AC. These symptoms include:

- Temperature of 100.4 degrees or higher when taken by mouth;
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline);
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever.
2. If a student or employee is confirmed to be infected with COVID-19, the AC Nurse must be informed. The AC Nurse will subsequently inform the AC Interim Head of School, and together, they will contact the Monroe County COVID-19 Hotline (585-753-5555), which relays the information on to the on-call Monroe County Department of Public Health (MCDPH) staff person. MCDPH will then work with AC to determine an appropriate course of action based on the most up-to-date information about COVID-19, as well as guidance from NYSDOH and the Centers for Disease Control.
 3. In accordance with New York State mandates, AC will support the Monroe County Department of Health in tracing all contacts of an individual who tests positive for COVID-19 in accordance with the protocols, training, and tools provided through the New York State Contact Tracing Program.
 4. Upon notification of an individual testing positive, AC is responsible for notifying faculty, staff, and families of students that they have come in close contact with a person with COVID-19. The school will not reveal the name of the individual as dictated by medical privacy laws.
 5. Both the Nurse's Office (for students and families) and the Human Resources Office (for faculty and staff) will maintain information issued by the Monroe County Department of Health regarding local testing locations and related public health information.

Close Contact/Potential Exposure

According to the CDC Screening for K-12 Students, close contact/potential exposure is defined as follows:

- Had close contact (within 6 feet of an infected person for at least 10 minutes) with a person with confirmed COVID-19. The contact occurred 48 hours before illness onset.
- Had close contact (within 6 feet of an infected person for at least 10 minutes) with a person under quarantine for possible exposure to COVID-19. The contact occurred 48 hours before illness onset.
- Traveled to or lived in an area where the local or state health department is reporting large numbers of COVID-19 cases

If a student or employee exhibits symptoms of COVID-19 and has had close contact or potential exposure as defined above, that person should seek evaluation by their healthcare provider for testing before returning to school.

Return to school

1. Students and employees should stay at home if they, or others with whom they live, exhibit the onset of any COVID-19 symptoms or have tested positive for COVID-19. These symptoms include:
 - Temperature 100.4 degrees or higher when taken by mouth
 - Sore throat
 - New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
 - Diarrhea, vomiting, or abdominal pain
 - New onset of severe headache, especially with a fever.
2. If a person is not diagnosed by a medical professional with COVID-19 and has not had close contact or potential exposure, they can return to school once there is no fever of 100.4 or higher (taken by mouth) for 24 hours, without the use of fever reducing medicine, and they are not exhibiting any symptoms of COVID-19 for 24 hours.
3. Students or employees who have had close contact (as defined above) with someone with COVID-19 should stay home for 14 days after exposure based on the time it takes to develop illness.
4. Students or employees who are exhibiting symptoms and have had close contact or potential exposure even with negative test results should quarantine for 14 days, isolate themselves from others, monitor their health, and follow directions from their state or local health department regarding testing. Students and their families should be advised that the local health department may contact the family for contact tracing. If contacted by the local health department, families should notify the AC school nurse.
5. If a person is diagnosed with COVID-19 by a medical professional based on a positive test or their symptoms, they cannot return to school until the following criteria have been met:
 - They present documentation from a health care provider following evaluation.
 - They present a negative COVID-19 diagnostic test result.
 - They are free of symptoms.
 - They are released from COVID-19 isolation by the MCDPH.
 - It has been at least 14 days since the person first had symptoms.
 - It has been at least 48 hours since the individual has had a fever taken by mouth without using fever reducing medicine.
6. Students who are medically excused from school will be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

FACE COVERING AND PERSONAL PROTECTIVE EQUIPMENT

The faculty and staff at AC understands that wearing face coverings to school is a new--and potentially intimidating--experience for some of our students. We will work with our students to help them understand the importance of protecting themselves and others, and we will train both students and faculty/staff on the proper way to put on, wear, and take off their

masks. Mask wearing is balanced with other ways of maintaining safety in a developmentally appropriate way at the discretion of the teacher.

Face coverings must always be worn when entering “public areas” such as entrances and exits of school, hallways, stairwells, bathrooms, or other spaces multiple individuals or groups may pass through. Individuals should have their masks with them at all times, as they must be prepared to put them on if someone else who is unmasked is unexpectedly unable to socially distance.

Students, especially those in the Lower School, may be given “mask breaks” at the discretion of the teacher. Teachers will provide quiet areas inside the classroom where students may socially distance themselves from others while taking a break from mask-wearing.

1. Everyone age three (3) or over must wear a face covering while on campus. The only exceptions are eating, drinking, outdoor activity, P.E. class if maintaining a distance of 12 feet, and independent work (alone) in personal office spaces.
2. Students under the age of three years old do not need to wear a face covering.
3. Everyone entering the building will pass through a touchless temperature screening system that also has the capability to detect if the person is wearing a face covering.
4. The School encourages everyone to consider owning multiple face coverings and washing them at home on a regular basis. All student face covering must be marked with the student’s name.
5. If anyone forgets their face covering, a disposable face mask will be provided to them by the School.
6. Acceptable face coverings include cloth-based face coverings and surgical masks. All face coverings must cover both the mouth and nose and be securely fitted to the face. Bandanas are NOT acceptable face coverings.
7. All students will be given face covering breaks by teachers throughout the day during instruction periods while maintaining appropriate physical distance. Students will be instructed on the proper way to store face coverings when not in use (such as during lunch).
8. AC employees who are monitoring temperature screening stations must wear a face covering and PPE provided by the School. AC will provide the school nurse with full PPE.
9. Faculty will wear masks at all times except when eating or if they are working alone in a closed office with a door.

SIGNAGE

Allendale Columbia School has purchased instructional signage on proper protocols for hand washing and sanitizing hands. There is also signage reminding everyone to physically distance and to wear face coverings. An ample quantity of signs have been purchased and will be posted on all bathroom doors, in hallways, in common areas and in classrooms.

Hallways and stairways will have directional markings to control traffic flow and direct people where to stand if waiting in line for bathrooms, dismissal, and temperature screenings.

HYGIENE

Training and consistent practice are the keys to developing and maintaining proper hygiene which helps combat the spread of disease. AC will devote time to training all employees prior to the start of the school year on hygiene procedures and protocols. Students and families will not only receive detailed, age-appropriate information prior to the first day of school, but there will also be significant time dedicated to hygiene, face covering and physical distancing practices on the first day of school.

Personal hygiene

1. Everyone must sanitize their hands when entering and exiting the building. There will be faculty and staff at each entrance every morning to ensure that students are wearing their masks and utilizing hand sanitizer.
2. Students and faculty must sanitize their hands when returning to the classroom during the day. Prior to and after eating lunch in their classrooms, all students and teachers must wash their hands.
3. There is signage posted in every classroom, in common areas and on bathroom doors regarding proper hand washing procedures.

Cleaning and disinfecting of school premises

In order to help AC maintain a clean, safe school environment, we ask that parents help students in limiting the items that they bring to school from home daily. Other than essential school supplies, we ask that you keep personal items such as toys and clothing at home. Faculty will be mindful of these requests when developing class assignments.

1. All classrooms, bathrooms and common areas will be cleaned daily between the hours of 3:30 pm and 9:00 pm, Monday-Friday, based on the CDC Guidance for Cleaning & Disinfecting.
2. Special attention will be given to the following high-touch areas: Tables, doorknobs, light switches, countertops, handles, desks, toilets, faucets and sinks, recreation equipment, vending machines, copier, printer and fax control buttons, front desk and lobby surfaces.
3. The Director of Facilities will maintain logs that include the date, time, and scope of cleaning and disinfection, as well as identify cleaning and disinfection frequency for each facility and record the responsible staff.
4. Faculty and staff will be responsible for cleaning & disinfecting their workspace and classrooms during occupied hours.
5. All classroom toys, supplies, materials and manipulatives will stay in that classroom and will not be shared with other classrooms.

SOCIAL DISTANCING

Capacity of school

Allendale Columbia School is fortunate to have 151,070 square feet of usable space on 33 acres of land which gives the School ample space to physical distance students, faculty and staff as required for in-person learning.

Creation of cohorts

“Cohorts” are defined as self-contained, pre-assigned groups of students. AC will be utilizing the cohort model in Little School, Nursery, Pre-K, and Lower School. To the extent possible, students in Middle and Upper School will remain largely separated throughout the school day.

1. Lower School students will remain in the Lower School wing for the duration of the day. The specialty teachers will come to individual classrooms for instruction to limit hallway movement by large groups of students.
2. Middle School students will remain on the second floor, and Upper School students on the first floor except for use of the Science labs which are shared between these two divisions.

Movement of students

1. Lower School students will remain in the Lower School wing for the duration of the day. The specialty teachers will come to individual classrooms for instruction to limit hallway movement by large groups of students.
2. Middle and Upper School students will remain separated, and those students who cross divisions for class instruction will be directed on specific traffic patterns for minimal contact.
3. Middle School students will remain on the second floor, and Upper School students on the first floor except for use of the Science labs which are shared between these two divisions.
4. Middle and Upper School students will use separate stairways in the Upper School wing.
5. The flow of traffic in hallways and on stairways will be in a single direction (one side up; the other down) with arrows on the floor and signage to indicate movement.
6. Upper and Middle School students will place their coats on hallway hooks and bring all their belongings with them to the classroom. No lockers will be used. Lower School students will utilize distanced hooks and cubbies in the Lower School hallway.
7. Lounges will be closed to all students, except as part of a classroom activity under the supervision of an adult. Under these circumstances, everyone will remain 6 feet apart from each other and wear face coverings.
8. In the Lower School a bathroom has been allocated for each cohort that is adjacent or within each classroom. In the remainder of the school, physical distancing will be created in multiple use bathrooms through the use of signage and acceptable barriers. If a bathroom is occupied and a student is waiting to use the bathroom, they will be asked to wait single file outside the bathroom on the floor markings that are spaced apart.

Protocols for faculty and staff

1. Faculty and staff are required to wear face coverings at all times while on school property except when eating or alone and isolated in their closed office space.

2. Faculty and staff must adhere to the six feet rule when entering and exiting the building, and remain spaced apart as much as possible when moving through the building during the day.
3. Faculty and staff will not be permitted to congregate in lounges, conference rooms or common spaces. Only three faculty/staff members will be allowed in the lounge at a time and will be asked to distance themselves and stay for a minimal amount of time.
4. Distancing policies will be enforced during all small group gatherings that cannot be held remotely.
5. Large meetings of faculty and staff (such as all staff meetings) will be held remotely via Zoom.

Sports and extracurricular activities

Extracurricular activities are a vital component of the AC experience and the School is confident in its ability to provide these opportunities to its students in some form regardless of the teaching model employed (in-person, hybrid, or on-line). At the time of plan submission, AC will not be conducting any field trips for entire classes of students, however small cohorts of student may be given permission to participate in an off-campus experience considering risks for COVID-19 transmission, as well as protocols and procedures for social distancing, PPE usage, and cleaning and disinfection.

Whenever appropriate and possible, extracurricular activities will be conducted virtually. AC executed this approach very successfully from March-May 2020 during a period of full on-line learning, and the same procedures will be engaged moving forward if deemed necessary and safe.

At the time of plan submission, guidelines regarding sports have not been finalized by the New York State Public High School Athletic Association, expect to say that fall sports will now start on Monday, September 21, 2020. Allendale Columbia School will wait until additional information on athletic activities is released before making any decisions regarding participation in high school sports programs involving inter-school competition.

CHANGES TO STATUS AND SCHOOL CLOSURES

Overview of decision-making process

The Board of Trustees, Leadership Team, faculty and staff of Allendale Columbia School favor in-person, on-campus learning as long as it is deemed safe and in the best interest of all its constituents. In March 2020, AC was the first school in the local area to move completely to a virtual learning environment, and the transition was highly successful. Therefore, the School is confident in its ability to make the same decision and follow the same process if either the Monroe County Health Department requires such a move, or the AC Board of Trustees decides that it is a safer option (temporary or permanent), for our school community.

Early Warning Signs

The AC Board of Trustees and the Leadership Team that will consistently watch early warning signs that positive COVID-19 cases may be increasing beyond an acceptable level, as established by state and local health departments or by positive confirmed cases within the AC

school community. The AC Interim Head of School participates in regular medical updates by the Monroe County Health Department Commissioner, and these briefings are used as a monitoring device for case identification. The AC Leadership Team continues to consult with local medical experts who can offer guidance to help us best evaluate the dynamic nature of local community transmission of the COVID-19 virus.

Notification of students and families

If AC needed to move to either a hybrid or on-line learning model, the process would be as follows:

- Verbal notification to the Board of Trustees Co-Chairs, followed by an email to the Board of Trustees by the Interim Head of School.
- If the shift in learning model was not ordered by the Monroe County Department of Health and was an internal decision, verbal notification to the Monroe County Health Department.
- Verbal notification to the AC Leadership Team by the Interim Head of School, followed by notification to the AC faculty and staff (verbal or email).
- Notification to parents/guardians of AC students using both email and the text notification system already in place for school emergencies and weather events.
- Notification to students in an age appropriate manner.
- Following complete notification of all parties above, the School would post the information on the secure section of its website and notify the local media.

Process for learning shift

The State of New York and County of Monroe has stated that in the Finger Lakes Region (location of Allendale Columbia School) schools can reopen if the Region is in Phase IV and if the daily infection rate remains below 5% using a 14-day average. Schools will close if the regional infection rate rises over 9%.

AC will continue to engage in in-person learning as long as this criteria is met. If, in consultation with the Monroe County Health Department, AC needs to move to a hybrid model due to a rise in positive COVID-19 cases, then the priority will be to keep students from Little School through Grade 5 on campus for in-person learning. Students in the Middle and Upper Schools (grades 6-12) would then move to an on-line format and not return to campus until deemed safe to do so.

In the case of such a shift, AC may exercise its ability to temporarily close, or to close, its “Rainbow Room” after-school program.

Section 3: Facilities

UTILIZATION OF SPACE

Space configurations and common areas

Allendale Columbia School is fortunate to have 151,070 square feet of usable space on 33 acres of land which gives ample space to maintain physical distancing requirements for in-person learning, even with an anticipated increase in enrollment. This gives the School the

opportunity to utilize most of its traditional classroom while adhering to the physical distancing guidelines and spreading desks accordingly. Alterations will be made to the following areas:

- The cafeteria will not be used for food service. Lunches will be served and eaten in individual classrooms.
- The library will not be open for student use. Teachers in the Lower School will visit the library and check-out books for their students. The dedicated room within the confines of the library will be used for supervised tutoring purposes.
- The vending machines will not be stocked and used this year to avoid crowding.
- Clearly posted signs and acceptable barriers will be used in multi-person bathrooms to create physical distance between stalls and sinks. Floor markings outside the bathrooms will provide spacing guidelines for those waiting to use the facilities.
- The bathroom in the Business Office area will be solely for the use of faculty and staff.
- Lockers in the middle and upper school will not be used this year. Students can leave their coats on provided hooks.

CLEANING FOR REOPENING OF SCHOOL

The School has not been occupied since mid-March, and buildings have been closed to students, faculty and staff. All of the buildings underwent a deep cleaning after school was closed, and since that time, the facilities and maintenance staff have all remained working full-time in order to keep up with routine cleaning and maintenance of the systems (plumbing, ventilation etc.). Prior to the return of faculty and staff in late August, all school buildings will once again be deep cleaned in accordance with CDC mandates.

FACILITIES RENTAL

Allendale Columbia School will not offer any of its academic buildings for rental use this year. Depending on the new guidelines that are set forth by the New York State Public High School Athletic Association, AC would consider renting out its outdoor fields and gym if it is deemed safe to do so by local health conditions. If the School moves ahead with rental of its gym, use of the locker rooms would not be available. AC's gym is in a separate building with its own entrance and parking lot that is distanced from its main academic quad of the campus.

SAFETY DRILLS

1. The School has an active Safety Committee that is comprised of faculty and staff including members of the Leadership Team and the Interim Head of School. The Safety Committee oversees all mandated fire (evacuation) and lockdown drills as required by Education Law and regulation and the Fire Code.
2. AC adheres to Fire Code Section 404 and maintains Fire Safety, Evacuation, and Lockdown Plans which include how lockdown and evacuation drills are conducted.
3. Lower School students and faculty exit the building for drills on the first floor and proceed directly out to the field that is adjacent to their wing of the building, at a far distance from the rest of the school population.
4. Middle and Upper School students will exit the building using separate stairways in the center of the building and proceed into the outside courtyard walking on opposite sides

of the Art Building to reach the field. Once on the field, they will line up in single rows as usual, but students will be instructed to space out six feet from the next person.

5. Once the drill is over, the Interim Head of School will call students by division and they will exit the field only when the other is inside the building.

VENTILATION

1. The School recently installed a completely new HVAC control system which has greatly improved the controls of both heat and air.
2. AC is in the process of upgrading its filters to Merv-13 filters to improve air quality in the building.
3. To reduce the spread of the virus from touching door levers and knobs, doors may be fixed in the open position. This is only permitted at doors without door closers and doors which are not fire rated.
4. AC has windows that manually open in every classroom and many offices and common areas. Faculty and staff will be instructed to open windows to create better ventilation whenever the weather cooperates and it is safe for all students to do so.

Section 4: Food Service

AC values the tradition of communal lunch which contributes to the family atmosphere at the School and encourages positive social interaction among all its students, faculty, and staff. However, this practice needs to be suspended at this time for health and safety reasons.

1. Lunch will transition from self-serve, family style to delivered individual meals.
2. Complete meals will be delivered to each classroom and work area by Food Services staff wearing appropriate personal protective equipment (PPE).
3. There will continue to be a choice of meal options (including vegan/vegetarian), and meals will need to be ordered the day prior through a new ordering system which will eliminate undue food waste.
4. Meals consumed in classrooms will use disposable containers and pre-wrapped silverware. Large garbage cans and recycle bins will be placed in hallways so that food waste does not remain in the classroom. These will be emptied by Food Services after lunch.
5. The composting program will be suspended as long as students are eating in the classroom.
6. There will no longer be fruit available in the Dining Commons throughout the day, and coffee service for faculty and staff will not be available. Daily bagel sales will not be permitted.
7. Access to the kitchen will be limited to Food Services staff. Vendors will be allowed to make deliveries to the kitchen by entering the loading dock by appointment only. Vendors must wear a mask at all times, sanitize their hands before entering, and be logged in by the Director of Food Services.
8. Students, faculty and staff will sanitize/wash their hands before and after eating, and classroom teachers will be responsible for sanitizing classroom eating surfaces.
9. Food should not be shared among students. Classroom teachers will communicate this with students.

10. Students/employees with food allergies will continue to be provided with safe meals. Teachers will be advised if a student with food allergies is eating in their classroom and meals will be clearly labeled. All employees are required to complete food allergy training.
11. In addition to following all food safety and health guidelines, an addendum will be added to current standard operating procedures to reflect additional precautions.
12. No food delivery service (such as pizza) will be allowed. Students may bring in a meal from home as long as it adheres to our nut aware policy and does not need refrigeration or heating.

Section 5: Transportation

DISTRICT BUSING

Allendale Columbia School receives busing services from 15 public school districts for approximately 50% of its students in the morning, and 30% at dismissal. The remaining students are driven to school or drive themselves in personal vehicles. To date, the area school districts that provide busing support to AC have not yet shared their plans with the School. However, AC has developed internal guidelines to ensure the safe transport of all its students. These include:

- Requiring all AC students to wear masks while seated, standing, or getting on and off the bus.
- Requiring all AC students to physically distance while waiting for the bus.
- Encouraging car-pooling among cohort families.
- Requiring all students to use hand sanitizer after exiting the bus but before entering the building.
- Training AC staff assigned to bus duty in health and safety measures including wearing face covering, sanitizing hands often, proper procedures for engagement of young children and parents, and review of the new protocol barring parents from entering the building.

SCHOOL TRANSPORTATION

AC owns two 15-passenger buses and one 8-passenger van will be used sparingly to transport AC students. The guidelines for use of this van include:

- Wear face coverings while seated, standing, or getting on and off the bus.
- Physically distance while waiting for the bus and seated on the bus if not members of the same household.
- Use hand sanitizer before board, after exiting the bus but before entering the building.
- The driver (an AC employee) must wear a face covering at all times.
- The van will be disinfected per CDC guidelines after each use.

Section 6: School Schedules/Teaching & Learning/Social & Emotional Support (By Division)

Students Medically Excused from School

Students who are medically excused from school will be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

Social and Emotional Support

We recognize that this is a difficult time for students, their families, faculty and staff at AC. Having been away from school and friends for an additional three months, some students may be feeling stressed, scared or isolated, while others have had positive experiences during the distance learning period and summer vacation.

AC is well positioned to support all of its students due to its small, community-focused environment. At AC, every student is well known to teachers and staff and support is always available. If distance learning is required again, AC will operate as it did last spring, when students in all grades were on camera with their teachers and fellow students daily, which greatly helped ease feelings of isolation. Check-ins were daily for all divisions and many one-to-one personalized daily check-ins for Lower School. There were also opportunities for social interaction that are an important component for young people

AC employs two professional school counselors, one of whom is also a licensed social worker, to work directly with students and teachers. One counselor works with the Middle and Upper School, and the other works exclusively with the Lower School. These resources are also available to parents who may need guidance in supporting their children. AC will continue the practices utilized during the spring this academic year 2020/21, including grade-specific parent support chats with our social worker and counselor, and weekly and bi-weekly parent meetings with teacher and division heads.

Faculty and staff also receive support through ongoing professional development opportunities that are coordinated by a faculty member charged with creating these enrichment programs and activities throughout the year. Any AC employee can also utilize the professional counseling services available at the School.

LOWER SCHOOL

This upcoming school year we fully intend on being back on campus and welcoming back all of your children and our wonderful AC families while also ensuring that we return safely and with health protocols in place. We are also committed to providing the best possible educational experience for your child. Keeping this in mind we have created a program with slightly different expectations to make sure that their transition back to AC is both positive and seamless.

Our AC Lower School Classroom 'Family Model'

Just like with your own family at home, our family model seeks to create a small family unit within one classroom all day to provide an additional layer of safety. Students will receive all instruction, meals, and specialist lessons in their classrooms. They will go outside for breaks, recess, and PE with their "classroom family" only.

They will also have a consistent smaller family group (like a reading or math group) within their family classroom. Students will wash and sanitize hands frequently throughout the day. Masks will be required of all students aged 3 and older while on campus. We will of course be mindful of frequent mask breaks in the classroom and have increased outdoor play several times per day for our students. Teachers will wear masks at all times (except when eating lunch) for everyone's protection.

Arrival and Dismissal

- Drop-off will continue this year in Columbia Circle where they will be greeted by AC faculty and staff. Drop off for students will begin no earlier than 7:30 am, as we will have protocols in place to check in students. Please do not arrive any earlier than 7:30 am, as the building will not be open for students before this time.
- Little School, Nursery, and PreK students will enter the building through the side Columbia Circle entrance closest to the PreK classroom. Kindergarten through 5th grade students will enter the building through the main entrance of Columbia Circle.
- Students will go directly to their homeroom and their teacher will be there to greet them at the classroom entrance. Morning Room will not be available this school year.
- Morning Meeting will begin in each class at 8:20 am and attendance will be taken at this time.
- Dismissal times will be staggered, and grade level schedules will be adjusted to accommodate each time slot. The bus schedules dictated by the local school district will determine the exact schedule.
- Students will be required to use hand sanitizer when exiting the building, distance while staging for pick-up and from non-household members, and keep their face coverings on until they are in their cars. (K-5)

Health and Safety

- Staff and students will be trained in the areas of physical distancing, handwashing, respiratory etiquette and mask use to mitigate exposure.
- Hand sanitizer will be located at the entrance to each classroom and students will be asked to use the sanitizer upon entering and exiting the classroom.
- We are fortunate at AC to have spacious classrooms that allow for physical distancing. Desks and furniture will be arranged to account for physical distancing within the classroom and will be arranged so that all students are spaced appropriately.
- There will be integration of good hygiene practices into instruction and classroom expectations during the first two weeks of school and ongoing health classes during PE throughout the year.
- We will limit the use of shared materials and spaces:
 - Keep student belongings separate
 - Avoid sharing supplies
 - Avoid sharing electronic devices, toys, books, and other games or learning aids
 - Avoid sharing of music instruments

- Faculty and staff will be responsible for cleaning & disinfecting their workspace and classrooms during occupied hours. The entire building will be sprayed with COVID-19 approved disinfectants with an electro-static mister each night.

Bathrooms

- Each grade level has one unisex bathroom allocated for that grade level. Only one child will be allowed in the bathroom at any given time. Students will be reminded of proper handwashing etiquette with signage in each bathroom.
- Outside food in the classroom will not be permitted unless arrangements are made due to allergies or special dietary requirements
- Students and staff will use personal water bottles and water bottle filling stations vs. hallway/classroom drinking fountains.
- Lunch will be delivered to each classroom in individually wrapped portions. All students will eat in their classrooms with their teachers. Desks will be sanitized before and after lunch each day.

Academic Program

This upcoming school year we have decided to adopt a 5 day schedule school-wide to provide more consistency and continuity of instruction. Every teacher (including specialists) will have SeeSaw set up for their classroom lessons at all times in the event of a shift to remote learning or a hybrid learning environment. If a family chooses a remote learning option these plans will be available on SeeSaw each day by 8:00 am and live lessons will be recorded/streamed.

Social and Emotional Support

We have also built in additional time for our students at the beginning and end of day in order to provide more social emotional support. Our children need this opportunity to share their worries, joys and also to have a time to pause and reflect each day. It has always been a core part of our Responsive Classroom approach in the Lower School at AC and will be further enhanced this year. The Lower School has a dedicated professional counselor in order to more fully support our students, their families, and our teachers.

Specials

Specialist teachers will come to each grade level classroom rather than students traveling to separate classrooms. This is to alleviate the need for teachers to clean and disinfect classrooms after each class. This will decrease the amount of traffic throughout the school campus and it also provides an additional layer of safety for our faculty and students. PE will take place outdoors as weather permits and students will participate in non-contact and physically distanced fitness activities (yoga, walking /running/ hiking, dance) as well as health lessons which will focus on nutrition and healthy habits.

Sample Schedule (K-5)

2020-2021	Monday	Tuesday	Wednesday	Thursday	Friday
8:20-9:10 40 mins	Arrival & Morning Meeting				
9:10 - 9:50 40 mins	Literacy	Literacy	Literacy	Literacy	Literacy
9:55-10:15 20 mins	Outdoor Play				
10:20 -11:00 40 mins	Math	Music	PE	Math	PE
11:00 - 12:05 (K-5) 40 mins	Lunch and Outdoor Play				
12:10 - 12:50 40 mins	PBL	Spanish	Art	Music	Art
12:55 - 1:35 40 mins	PE	Math	STEM	STEM	Math
1:40 - 2:25 40 mins	Spanish	PBL	PBL	PBL	PBL
2:25 - 3:00 40 mins	Closing Meeting & Reflection				

****Literacy and Math instruction is taught both as a separate class and is also a core part of our PBL (Project Based Learning Units) and integrated throughout the curriculum. All students will be assessed when we return to accurately identify reading, writing and math growth and skill development so that instruction can be tailored to their individual needs.**

Play/Recess

Outdoor play has always been a signature part of our Lower School curriculum and will certainly continue this school year. What would AC be without the giggle of children playing, sledding and making new friends while outside on our campus? Here are some protocols that will be put in place to ensure our faculty and children's safety.

- A staggered schedule will be put in place to monitor the number of students on the playground and in the playing fields
- Assigned stations and activities to engage students in smaller groups/individual activities to ensure distancing
- Masks may be removed while outdoors, while continuing with social distancing
- Hand sanitizer stations available before/after recess, handwashing upon return from recess
- Students may use equipment assigned as a station to avoid cross grouping

Hopes and Dreams

Every year you have the opportunity to meet with your child's teacher(s) and share your hopes and dreams for the school year ahead. This year you will still have the opportunity to meet with the teachers. However, in light of COVID-19, it will look a bit different. We will schedule a time for you to meet via Zoom in the coming weeks. Please also keep an eye out for an email with more information from your child(ren)'s teachers prior to this meeting.

Returning to AC - First Day of School

Your child will have the opportunity to spend the first few hours of the day with their teacher from the 2019-2020 school year. We want to give every child the opportunity to reflect and share with last year's teacher before they begin the 2020-2021 school year. After the morning reflection they will begin the new school year with this year's grade level teachers.

MIDDLE SCHOOL

As a middle school, we highly value our small tight-knit community. This will continue, and the student advisor will play a key role in helping students transition back to school, adjust, and feel supported throughout the year. They also play a pivotal role in supporting both the students and their families as the first point of contact in many cases as concerns or problems arise.

As we look at the possible scenarios for the fall, our focus is on student, faculty and staff safety. We have had to reinvent the ways in which we deliver our programming. We are committed to providing the best possible educational experience for your child while also ensuring that they are safe each and every day. Keeping this in mind we have created a program to make sure that their transition back to AC is both positive and safe.

Arrival and Dismissal

- Middle School students will enter the school through the Allendale Door entrance directly in the front of the school.
- Drop off for students will begin no earlier than 7:30 am, as we will have protocols in place to check in students. Please do not arrive any earlier than 7:30 am, as the building will not be open for students before this time.
- Students will report to an assigned classroom until our morning meeting begins at 8:15 am, which will be virtual from each classroom, as opposed to one large group in the Middle School Meeting Space.
- Dismissal times will be staggered, and student schedules will be adjusted to accommodate each time slot. The bus schedules dictated by the local school district will determine the exact schedule.
- Middle School students not riding the bus will exit from the business office entrance on the side of the building, and be picked up at the back entrance near the gym no later than 3:30 pm.
- Students will be required to use hand sanitizer when exiting the building, distance while staging for pick-up and from non-household members, and keep their face coverings on until they are in their cars.

- Bus students in Middle School and Upper School will stay in their last class classroom under adult supervision until their bus is called.
- Students are asked to leave campus after school ends at 3:00 pm. While in the past we have allowed students to remain on campus, due to increased cleaning protocols and to limit exposure during less structured time, we are asking students to not remain in the building past 3:30.

Classroom spaces

- All desks will face in the same direction (rather than facing each other), or we will have students sit on only one side of tables, spaced apart. Faculty and staff will be responsible for cleaning & disinfecting their workspace and classrooms during occupied hours.
- Students will not be assigned a locker to prevent congregating, and they will carry their materials in backpacks to each class.
- Student lounges will also be closed, and those areas will be utilized at teacher discretion for physical distancing work if needed.
- Students will get a break during the day, and this will be limited to small groups supervised by a faculty member.

In-school Academic Protocols

- Where possible, we will place students into small groups that stay together during the majority of the day, thereby mixing students with each other as little as possible.
- We will stagger times when students are in the hallways, with middle school students having specific stairwells to use to decrease the number of students each individual is exposed to.
- We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).
- We will provide materials within the classroom setting for specialty classes (art, science) so that students do not need to share.
- Students can access material from their teachers through Canvas and submit work through Canvas. Handouts will be limited due to exposure.
- A majority of Middle School courses will meet every day for 50 minutes.
- Middle School electives, Physical education, band, and chorus and 6th-grade foundational coursework will run 2-3 times a week.
- The M-F schedule will create a more cohesive transition to align with the work week of many parents, should we be forced to move to remote learning in the future.

Schedule

M	T	W	Tr	F
1	2	3	4	1
2	3	4	1	2
Break	Break	Break	Break	Break
3	4	1	2	3
4	1	2	3	4
MS Lunch				
US 5th				
US Lunch				
MS 5th				
6	7	6	7	6
7	6	7	6	7

Middle School Lunch Break

- We will serve lunch in small groups in advisory groups, serving individually plated meals in classrooms instead of in our dining hall.
- Students will have a 15-minute break after lunch with their advisory group before their next class. If weather permits, students may have the opportunity to go outside while still being physically distant.

Modified Sports and Physical Education

- Modified sports will be determined once NYS makes a decision.
- Physical Education will continue to be run as a physical education/wellness program, which meets 2 times/week.
- The curriculum will allow us to support our students around hygiene, personal health safety, and safety for others during this time.
- Students will participate in non-contact and physically distanced fitness activities (yoga, walking/running/hiking, dance).
- Students will also be introduced to health curriculum, which covers many topics, including stress, nutrition, and mental health.

Distance Learning and Academic Protocols

- We will offer options for students at higher risk or with family members at high risk for severe illness to limit their exposure risk through virtual learning platforms.
- If a student is home sick or parents choose for them to not attend school, we will allow them to attend their classes virtually.
- If an individual or the entire school switches to distance learning, we will follow the same schedule shown above.
- During that time faculty may choose to provide asynchronous learning opportunities for students, limiting screen time while providing students with an active and engaging curriculum.
- Students working remotely while school is in session within the building will be able to follow along with materials within Canvas and Zoom.
- Every attempt will be made to have students working remotely connect to each class via Zoom. Although the experience will not be identical to attending in-person, faculty will include remote students where it is applicable to the lessons. Independent work and additional meetings may be necessary.
- If a student is out for a prolonged period of time, every attempt will be made to include that student in all aspects of student life (advisory, coursework, lunch).

Hybrid Protocols

In the event that the number of students on campus will need to be greatly reduced as per state guidelines, the Middle School will have adequate staffing/space in order to accommodate all of the middle school students in their current classroom scenarios. Hybrid learning will be done within the building, with reduction of numbers in classroom spaces and utilization of 1-1 technology.

UPPER SCHOOL

Our focus is student, faculty and staff safety. The areas in which we typically recognize as strengths of a student experience at AC could put students at risk. Our family style lunches can't happen and students gathering spaces will now need to be closed. Mixing age groups now places students in positions which would increase their exposure to more individuals and our typical unstructured time and longer class periods do not transition well to hybrid or distance learning environments. Due to these factors, we have had to reinvent the ways in which we deliver our programming.

Training and Preparation

We will be working to provide orientation activities and transition meetings for students and faculty. A major focus of these trainings will be on socialization and a return to group setting that students and faculty have been absent from for an extended period of time. While we will all be excited to return, everyone needs to recognize that this isn't a return to normalcy. Students and faculty may experience increased stress during this pandemic. Fear and anxiety about this disease and what could happen can be overwhelming and cause strong emotions in adults and

children. Working with faculty and staff on coping with stress in a healthy way will make each individual and the community stronger. We will train faculty and staff on all safety and social emotional protocols and conduct this training virtually. All students will participate in activities throughout the year to help maintain social connections and care for their mental health. Students will also be trained in small cohorts on the safety protocols in place at the school as well as helping everyone recognize the signs and symptoms of COVID-19. During the year, we will provide new or update existing messages (e.g., videos) about behaviors that prevent spread of COVID-19

Masking and Safety

Everyone must wear a mask while on campus that covers their mouth and nose. Face coverings must be securely fastened to the face. Cloth or surgical face coverings are acceptable; no bandanas. The only exceptions are eating, drinking, physically spaced outdoor activity, and independent work (alone) in personal office spaces with a door. If a student forgets their face covering, a disposable face mask will be provided to them by the School.

Each classroom has been measured and a classroom space calculation tool has been utilized in regards to the desk spacing. Larger spaces will be used for courses which have higher enrollment, ensuring that distancing guidelines are being followed. All desks will face in the same direction (rather than facing each other), or we will have students sit on only one side of tables, spaced apart. Faculty and staff will be responsible for cleaning & disinfecting their workspace and classrooms during occupied hours. Outdoor space will be utilized when possible. We will increase the circulation of outdoor air as much as possible throughout the school day by opening windows and doors when it is safe to do so.

Arrival and Dismissal

- Upper School students who drive to campus may enter the building through the Business Office entrance or the visitor entrance in the Courtyard by the Dining Commons.
- Dismissal times will be staggered, and student schedules will be adjusted to accommodate each time slot. The bus schedules dictated by the local school district will determine the exact schedule.
- The car line will operate as it has, but students will be required to use hand sanitizer when exiting the building, distance while staging for pick-up and from non-household members, and keep their face coverings on until they are in their cars.
- Bus students in Middle School and Upper School will stay in their last class classroom under adult supervision until their bus is called.

Class time and Scheduling

In the Upper School we will do our best to place students into small groups that stay together all day, thereby mixing students with each other as little as possible. Due to placement of students into various courses based on interest and ability, we won't be able to keep students together in a small cohort all day. For courses that don't require specific equipment or spaces, while changing classes or subject areas, the teachers are the ones who would move throughout

the building. We will stagger times when students are in the hallways, with upper school students having specific stairwells to use to decrease the number of students each individual is exposed to. We will provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that staff and children remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one way routes” in hallways).

We will keep each child’s belongings separated from others’ and we will ensure adequate supplies to minimize sharing of high touch materials to the extent possible (e.g., assigning each student their own art supplies, equipment) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between use. We will avoid sharing electronic devices. We will dramatically limit printouts. Students can access material from their teachers through Canvas and submit work through Canvas. **Printer access will be limited.**

We will restrict nonessential visitors, volunteers, and activities involving external groups or organizations. Providing virtual activities and events in lieu of field trips, student assemblies, special performances, school-wide parent meetings, and spirit activities, when possible. Any meetings with faculty or administrators will occur via Zoom or at a scheduled time when students are not on campus.

We will serve lunch in small groups, serving individually plated meals in classrooms instead of in our dining hall.

Students will not be assigned lockers. They will carry their things with them to class except for coats, which will be hung in the hallway outside of a student’s first period class. All communal use shared spaces (Library and Lounges) will be closed for general use. Snacks will not be available in the dining hall. During free periods, students will be assigned to monitored study spaces.

Courses will meet every day for 50 minutes. This schedule will allow us to have students engaged in the classroom during each period of the day, either through class or an assigned study area. This schedule allows us to serve both students present on campus or attending through distance learning well.

The reality is that we will be running hybrid courses throughout the year with some students attending class virtually from home. We will offer options for students at higher risk or with family members at high risk for severe illness to limit their exposure risk through virtual learning platforms. If a student is home sick or parents choose for them to not attend school, we will allow them to attend their classes virtually. We are cross-training staff, and creating a roster of trained back-up staff for times when someone must be absent.

Schedule

M	T	W	Tr	F
1	2	3	4	1
2	3	4	1	2
Break	Break	Break	Break	Break
3	4	1	2	3
4	1	2	3	4
MS Lunch				
US 5th				
US Lunch				
MS 5th				
6	7	6	7	6
7	6	7	6	7

If an individual or the entire school switches to distance learning, we will follow the same schedule listed above. During that time faculty may choose to provide asynchronous learning opportunities for students, limiting screen time while providing students with active and engaged. All faculty have participated in professional development in regards to best practices of distance learning and will adapt their policies and procedures accordingly.

Section 7: Alternative Learning Models: Hybrid and Distance Learning

If for health and safety reasons previously stated, AC must engage in learning other than an in-person model, first hybrid learning, then distance learning will be employed. Under all three models, Allendale Columbia School will provide the equivalent of 180 days of instruction, given the length of each school day, and the omission of preparatory time and actual time devoted to standardized testing that is not a requirement at AC.

Hybrid Learning

Hybrid learning is a combination of in class and distance learning. This can mean that students are on campus some days/times, and home during other days/times. There are also

models where students are on-campus part of the day, and home for the rest, or some students are in the classroom and some are home. These scenarios work well for older students (Middle and Upper School), while they may be more difficult for younger students.

Hybrid learning at AC could also mean prioritizing in-person learning, with younger (Nursery, Pre-K, or Lower School) students attending in-person classes and older students in Middle and Upper School engaged in distance learning. This approach is favored as it more closely aligns with educational and health advice and recommendation.

Distance Learning by Division

As it did in spring 2020, AC can shift its focus to creating an online synchronous experience that can include face-to-face and asynchronous students. AC will follow its distance guidelines for students who are unable to be present in the classroom.

Lower School

Distance learning in spring 2020 was highly successful in the Lower School, and the same model would be followed if required during the 2020/21 academic year.

Distance learning for Lower School students varies by age, grade level, individual needs and is tailored to the developmental level of our youngest learners.

Our school day will start at 9 am each day and include a mixture of face-to-face instruction via Zoom, as well as, independent activities sent via SeeSaw and Google Classroom each morning.

The day will finish at 2:00 pm each day during distance learning. Every grade level included Morning Meeting as the start to the day recognizing the importance of maintaining connections between our students and their teachers. The end of the day will also include a reflection time to mark the conclusion of the day and to allow students to ask questions and share their learning.

The following is an overview of what the program would include based on different grade levels.

Nursery/PreK.

- Individual meetings between your child and their teacher once or twice a week via Zoom
- Pre-recorded read-alouds and morning meetings
- Synchronous specialist sessions (Art, Music, PE, STEM, Spanish)
- Synchronous playdates with your child's peers. Regular conferences with your child's teachers via Zoom

Kindergarten - 5th Grade

- Synchronous Morning Meeting daily
- Synchronous Reading and Math Groups 2-3 times per week
- Synchronous Specialist sessions (Art, Music, PE, STEM, Spanish)
- Pre-recorded sessions for our Project-Based Learning Units
- SeeSaw is introduced for students to share work and communicate with teachers

2nd Grade - 5th Grade

- Morning Meeting
- Synchronous Reading and Math Groups daily
- Synchronous Specialist sessions (Art, Music, PE, STEM, Spanish)

- Pre-recorded & synchronous sessions for our Project-Based Learning Units
SeeSaw is our primary platform with Google Classroom being introduced at 3rd grade

Middle School

- Students in Middle School have a similar schedule during distance learning as they do when they are attending in-person classes, with slight variations per subject.
- In a distance learning environment, school will run from 8:45 am-2:00 pm (5 hours and 45 minutes of structured and scheduled time), with a mixture of teacher face-to-face, some breakout rooms, and independent work. Note: in comparison, in-person school days are seven hours in duration.
- The Middle School keeps connected as a community and encourages school spirit through SCRUM, which begins each day for 15 minutes at 8:45 am. SCRUM is a vital part of in-person, hybrid, or distance learning. Last spring in our distance learning environment, students ran SCRUM. This gave them the opportunity to lead and have the opportunity to advocate for what they needed in that time

Schedule

- 1st Block 9:00-9:45
- 2nd Block 9:45 - 10:30
- Break 10:30 - 10:50 (Advisory meetings, break). Students often met with their advisory to be social, play games, and talk about difficulties.
- 3rd Block 10:50 - 11:35
- Lunch 11:35 - 12:05. Sometimes students would "sponsor" lunch chats and teachers would eat with students occasionally.
- 4th Block 12:05 - 12:50
- MS Music Block : 12:50-1:30 (band/chorus) or extra help/study hall for students who needed it.
- PE Independent Time - 1:35 - 2:00. Students stayed active by tracking time and interacting with their teachers on progress via Canvas.

Upper School

- Students will attend the regularly scheduled classes virtually, using a camera system to engage in the class.
- Schedule - Students will follow the MyAC calendar with your daily schedule. If on a C day, your first class is World History, you are expected to know what your teacher expects from you during that class period. This can be found on Canvas, so make sure to check Canvas often with updates and changes. For example: your teacher may have you working on a project at home, which requires you to check in via Zoom on Tuesday only. You may not need to be "online" with your class the entire time, but you definitely have work that you must complete. Some classes might run entirely through Canvas and may not require a video check in.
- Email - You are expected to check and respond to your Allendale Columbia email several times a day. If you are working in groups, it is also expected that you email back other students in your group in a timely manner. You should not go longer than 3 hours

before returning an email from either a teacher or classmate. Your regular MyAC schedule has breaks, studyhalls, and advisory time - you should use these times to respond to those emails.

- Canvas - You will be expected to hand in work via Canvas. Please pay attention to deadlines and directions. During this time, you will still continue to earn grades, take exams, and work on projects.
- Advisory - During advisory time, please feel free to connect with your advisor via email if you'd like to set up a meeting to talk. There will be no organized advisory time, but your advisor is still here to help you if you are experiencing difficulty in any way.
- Special Meetings - You may be "invited" to special meetings that will serve as a meeting with updates and information. You will see these updates in your email, make sure you accept them and join the meeting at the correct time.
- Dress Code - Dress code still applies when on camera. Please do not wear pajamas during any video calls.
- A Word of Advice - Without formal school hours, I understand the desire to stay up late and sleep in. If your 8:20 am class requires you to log in, please make sure you are getting enough sleep in order to get up and participate. Getting in a routine of keeping school hours will be key to your success in this process.

Etiquette and Expectations of Zoom

- Headphones - If you can, please invest in a headset (not required though!) If you're participating in an audio conference of any kind, use a headset. This is not only important if there are others working near you, but it prevents feedback from your computer.
- Be on Time - You can log in and leave the window open while you wait for others to join.
- Speak Clearly - Speak clearly, wait your turn. You can use the chat feature to post your comments to the group, as well.
- Mute - Your microphone will be muted at the start of the class. Please turn on your microphone before you begin speaking and mute once you are done.
- Don't SNACK - Save your snacking for after the chat.
- Be prepared and log in a few minutes before the start of class.
- Stay Focused - Pay attention to the teacher and give them your full attention. Limit your distractions, close unneeded tabs, set your phone aside, be aware of your background.

Section 8: Technology and Connectivity

ACCESS TO TECHNOLOGY

AC ensures that all of its students have equal access to the same, free technology and technical resources. This includes school issued computers and assurance that students can connect to the Internet at home. Students in Pre-K and first grade are issued Ipads and Chromebooks. Students in grades 2-8 receive Chromebooks, and Upper School students (grades 9-12) are

issued Macs. One hundred percent of AC students are able to engage in distance learning if required.

PLATFORMS

SeeSaw

SeeSaw is the student engagement platform that is used in the Lower School to create a learning loop between students, teachers and parents. Students work through SeeSaw using creative tools to take pictures, draw, record videos and perform activities selected by their teachers which can then be saved in a portfolio. Parents can view their child's learning and engage in school happenings. Seesaw is utilized in all three learning environments (in-person, hybrid, and distance).

Canvas

Canvas is the learning management platform used in the Middle and Upper School. It supports both learning and teaching and enables faculty to post grades, information, and assignments online. Canvas lets students submit their work and communicate with their teachers and classmates in a password-protected environment. Canvas is utilized in all three learning environments (in-person, hybrid, and distance).

DISTANCE LEARNING

At Allendale Columbia School we successfully made the transition to remote learning for all of our courses when we closed the school building in March due to safeCOVID-19. From March 16th through the end of our school year on Friday June 5th, we ran all of our courses at their scheduled times and kept up with students' school work and digital face-to-face meetings. We were able to provide as close to a "normal" school day and school experience as possible for each of our students and families through the use of our online platforms.

Lower School

At the Lower School level, teachers and families shared most of their daily assignments and projects through Seesaw, an online learning platform where each student has a unique username and login provided by the school. Teachers met with their students and families through the Zoom video platform each day for a face-to-face meeting time, which was accessible to parents only by logging into those same courses in Seesaw.

Middle and Upper School

At the Middle School and Upper School levels, teachers and students have always had their courses managed through the Canvas LMS (Learning Management System), so there was very little change in how students were able to continue with their course work, submit assignments, and collaborate with other students and their teachers. Canvas is a secure platform that uses students' Google login credentials, so that no one can access those courses and that data without logging in through Google. What did change for students was that their courses were held through Zoom meetings as opposed to the typical in-person class meetings.

Zoom and security

From the beginning of our remote learning model we have utilized the Waiting Room feature in Zoom to ensure that no one gains access to a meeting without their teacher letting them in. With our small class sizes this was an easy feature to implement and for our teachers to let each student in one at a time was quite manageable and helped to make sure that we knew everyone that could access our meetings. The Zoom meetings created for each course are done through our Canvas LMS, and are likewise shared with our students through the Canvas LMS. This means that all of our students need to be logged into their Canvas accounts in order to get to the links for their Zoom meetings which are found within their course on the platform. AC course meetings are never posted on social media platforms or shared with students in a way that anyone outside of our community would see or access.

The Seesaw and Canvas platforms are both well know safe and secure learning environments, and with the added security features that Zoom continues to implement; allowing us to lock down a meetings once all of the participants have been allowed in, ensuring that all of our meetings have either a Passcode or a Waiting Room enabled, making sure that all of our student-based courses must have a Waiting Room, and having students access those meetings through their courses in Canvas, we are confident in the security of all of our classes. In our experiences through the last two and a half months of our 2019-2020 school year, that has worked out well and gone smoothly for us. While we hope that our school can be open for in-person coursework throughout the upcoming school year, we are confident that we can execute a remote learning environment or a hybrid model if and when we need to do so.

Section 9: Rainbow Room (RR) After School Program

Registration/Operation

1. The deadline for registration will be 5:00 pm on August 21, 2020.
2. All families registering for RR will need to commit to full-time care 5 days a week.
3. The ages for RR care are nursery-grade 5.
4. Registration will be capped at 35 FT participants.
5. The hours of operation for RR will be M-F from 3:00 pm to 6:00 pm and RR will follow the AC school calendar.

Safety Protocols and Procedures

1. All students and staff in the RR will be required to wear face coverings at all times except when playing outside or when seated and eating snack.
2. Before entering RR in the beginning of the program, all students will use hand sanitizer or wash their hands.
3. All program participants will be kept in small cohorts, and consideration will be given to keeping siblings together in a cohort depending on age appropriateness.
4. Parents/families will need to commit to a pick-up time of 4:00 pm, 5:00pm or 6:00 pm sharp in order to facilitate dismissal procedures.

5. Dismissal will ONLY be through the exterior door leading into RR from the campus road. Parents/families will not be allowed to pick up students at the field.
6. When arriving for pick up, parents/families will enter the first set of doors, pick up the provided walkie-talkie and call the RR staff person with their name and their student's name. The device must then be wiped off with the disinfecting wipe provided before returning it to the table.
7. The RR staff person will assist the student in gathering their belongings and have visual contact of the student as he/she walks through the first set of doors and is met by the adult in the waiting area. Prior to departure, the RR staff person will ensure that the student uses hand sanitizer.
8. A pre-packaged snack will be served seated at tables that have been disinfected by the RR teacher. The snack tables will be distanced from the play area. Students will be required to use hand sanitizer or wash their hands before and after snack time.
9. If a student becomes ill during the course of the program, that child will be immediately isolated in a separate area of RR (table in kitchen) and their parents/families will be contacted for immediate pick-up. The RR staff member will disinfect the area and will contact the AC facilities staff so that they can perform a more thorough cleaning per CDC guidelines.

Section 10: Boarding International Students

Allendale Columbia School owns two residences adjacent to its main campus for the purpose of housing AC Upper School students from countries outside of the United States. One house is for female students and the other is for male students, and both have live-in, adult house parents who provide 24/7 supervision. We anticipate that there will be three females and seven males living in the two residences during the 2020/21 academic year.

Note: once all students have reentered the country and have successfully completed the quarantine requirements detailed below, they will be considered a “family” or cohort for the purposes of daily living and arrival/dismissal from School.

Reentry to School

AC’s international students who left the United States or resided in states with high rates of COVID-19 infection, as identified by the NYS Department of Health, over the summer break will be required to quarantine upon reentry. AC will follow guidance issued by the NYS Department of Health – per the DOH guidelines – until it is demonstrated that the students do not have COVID-19, or have completed their required quarantine pursuant to Executive Order 205.

Arrivals from the airport will be staggered to ensure safe transport by the same adults living in the house (to minimize exposure to the remaining adults) and ample quarantine space. The adult picking up the student has a plastic shield installed in her car between the front and back seats. En route from the airport, the adult will take the student to a local drive-thru COVID-19 testing site. After completion of quarantine, students will return to the regular assigned rooms and living arrangements.

Shelter Requirements Precautionary Quarantine

- The individual must not be in public or otherwise leave the quarters that they have identified as suitable.
- Separate quarters with separate bathroom facilities for each individual or family group. Access to a sink with soap and water, and paper towels is needed.
- The contact must have a way to self-quarantine from household members as soon as fever or other symptoms develop, in a separate room. There must be a door that separates it from the rest of the living area and has its own bathroom.
- Given that an exposed individual might become ill while sleeping, the exposed individual must sleep in a separate bedroom from household members.
- Cleaning supplies, e.g. household cleaning wipes, must be provided in any shared bathroom.
- If an individual sharing a bathroom becomes symptomatic, all others sharing the bathroom will be considered exposed persons until the symptomatic individual is appropriately evaluated and cleared.
- Food must be delivered to the individual's quarters.
- Quarters must have a supply of face masks for individuals to put on if they become symptomatic.
- Garbage must be bagged and left outside by the door of each of the quarters for routine pick up. Special handling is not required.
- Individuals should self-monitor for fever and other symptoms of COVID-19 daily throughout the duration of the quarantine period.

Cleaning and Disinfecting of Residences

The AC facilities staff cleans both of the international houses per stated CDC and DOH regulations on a weekly basis. Cleanings will be scheduled in advance with the house parents. In between cleanings, the School provides disinfecting cleaning supplies and the house parents and adult residents clean the residences.

Screening and Monitoring

- Both houses are locked and secured, and visitors (any student not living in the house) will not be allowed entry.
- Each house contains a free-standing hand sanitizer, and there is an additional one at the outside door for use by the chef.
- All meals will be cooked by the chef at another location and delivered to the house to minimize his interaction with the residents.
- Students living in the international houses will be responsible for completion of the daily online health screening, and upon arrival at school, they will have their temperature scanned.
- The adults residing in the international houses will monitor the students for symptoms of COVID-19 and seek guidance, medical attention, or consultation as needed. All students are seen by Panorama Pediatrics and there is a 24-hour urgent care facility within a half a mile radius.

- Face coverings must be worn by all students and adults in the common areas of the houses unless they are eating until all students are fully engaged in in-person classes. After that time, the residents will be treated as a family or cohort.
- All residents will be encouraged to practice social distancing guidelines.

Future Travel

- International students will not be permitted to travel anywhere over the Thanksgiving holiday.

Section 11: Staffing, Human Resources and Vulnerable Populations

Vulnerable populations

AC is aware that some students, faculty or staff members may be at increased risk for severe COVID-19 illness. To better understand concerns of the faculty and staff, the Interim Head of School sent an email to all employees in mid-July asking for their thoughts regarding in-person learning in the fall. Any employee who voiced concern about their own personal situation received a private follow-up meeting with the Interim Head of School and the Director of Human Resources to better understand individual situations.

Accommodations

If any member of the AC faculty or staff or a student has a documented medical reason for not being able to come to work or school, AC will do its best to make accommodations as long as it does not create an undue burden on the institution. AC will work with its medical and legal advisors to seek guidance on policies involving accommodations for both employees and students as it relates to distance learning, modified work settings or schedules, or the wearing of PPE.

We will offer options for students at higher risk, or with family members at high risk, for severe illness to limit their exposure risk through virtual learning platforms. These accommodations must be requested in writing in advance of the first day of school and approved by the appropriate Division Head and the Interim Head of School.

Students medically excused from school

Students who are medically excused from school will be afforded the opportunity, as soon as feasible when they are well enough to participate in classwork, to make up any missed classwork without penalty in order to reduce mental or physical anxieties about missed academic opportunities.

