

AC Opening School Plan 2021-2022

Last updated: August 26th, 2021

Allendale
Columbia

School

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Welcome Back!

Allendale Columbia School (AC) is committed to creating and maintaining a safe and healthy educational environment for its students, faculty, staff, and families for the 2021-2022 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 and employees are on campus and able to safely interact as one educational community. During the 2020-2021 school year, AC successfully provided a safe, in-person learning experience, and the School intends to do the same in 2021-2022 school year. This will be accomplished through adherence to recommended health and safety precautions including universal masking, appropriate physical distancing when necessary, and required COVID-19 vaccinations for all employees (unless given a medical or religious exemption).

In order to continue successfully operating 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 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 Monroe County Department of Public Health (MCDPH) or the Centers for Disease Control (CDC) change their guidelines, we will adapt this plan accordingly. We ask for your understanding and flexibility. The School acknowledges that COVID-19 policies are intended to mitigate, not eliminate, risk.

Thank you for your support, and here's to a great school year!



Shannon Baudo
Head of School

Section 1: Where to Look for Information

AC practices consistent, clear communication with all of its stakeholders. Led by the Head of School, in consultation with the Communications Director, the Leadership Team, and the Chair of the Board of Trustees, AC utilizes multiple channels to communicate with its constituents.

1. AC has a link at the top of its website homepage, www.allendalecolumbia.org, with information related specifically to COVID-19, including a copy of this plan. This link continues to be updated as information is available.
2. The School's three Division Heads send out regular monthly emails to all parents in their divisions with detailed information.
3. Email communications to the entire AC community from the Board Chair and Head of School with updates on school operations will continue to be sent on a regular basis or as needed.
4. Allendale Columbia has an open policy in regards to contacting members of the Leadership Team, including the Head of School and the Division Heads. Parents/guardians are encouraged to reach out to their child(ren)'s academic team with any questions or concerns, and alumni or community members can contact Karen Higman, Director of Advancement Alumni Engagement.

HANDY CONTACT INFORMATION

- AC Welcome Desk: 641-5201
- School Nurse, Andrea Longchamps, 641-5224, healthoffice@allendalecolumbia.org
- Lower School Head, Michelle Feiss, 641-5223, mfeiss@allendalecolumbia.org
- Middle School Head, Tina Duver, 641-5259, tduver@allendalecolumbia.org
- Upper School Head, Phil Schwartz, 641-5237, pschwartz@allendalecolumbia.org
- Head of School, Shannon Baudo, 641-5301, sbaudo@allendalecolumbia.org
- Director of Alumni Engagement, Karen Higman, 641-5313, khigman@allendalecolumbia.org

Section 2: Updates for School Operations this Year

Protocols Continued from Last Year:

- *Masking:* All students (except for those Little School) and employees will be required to wear a mask while indoors at all times. Masks may be removed while eating and drinking, during mask breaks, and while outdoors if students are physically distanced.
- *Physical Distancing:* We will continue to physically distance whenever possible and ask that students remain at least 3 feet apart. Students will be 6 feet apart while eating.
- *Arrival and Dismissal:* We will follow the same process as last year.
 - *Little School and Pre-Primary students (18 months - Pre-K)* should be dropped off at the Pre-Primary entrance to the right of the Admissions Entrance for dropped off in the morning and picked up in the afternoon at this entrance.
 - *Lower School students (K-Grade 5)* should be dropped off at Columbia Circle near the Admissions and Welcome Desk entrance in the morning and picked up at the Gannett Gym located in the back parking lot.
 - *Middle and Upper School students (Grades 6-12)* should be dropped off at the Allendale Entrance (right before heading to the back parking lot and near Phil Schwartz's office) in the morning and picked up in the Gannett Gym located in the back parking lot. Upper School students will be picked up at the Columbia Entrance by the bus circle.
 - *Lower School (K-5) students* who ride the bus will be dropped off at the Columbia entrance near the Welcome Desk/Admissions entrance in the morning. Middle and Upper School bus riders will be dropped off at the Allendale Entrance. For afternoon dismissal, all students riding the bus will go to the Dining Commons at the end of the school day to wait for their bus to be called. They will get on the bus at the Columbia entrance near the Welcome Desk/Admissions Entrance.
- *Cleaning and Disinfecting:* We will deep clean the entire building after dismissal each day. We will also continue to have sanitization stations, hand sanitizer in each classroom/throughout the buildings, and reminders for hand washing throughout the school day.
- *If your child is feeling unwell:* **PLEASE be sure to keep your child home if they are not feeling well.** We need to work together as a school community to keep all of our students and employees safe.

New/Revised Protocols:

- *Health Screenings and Temperature Checks:* We will no longer require each student to have a health screener submitted by their parent/caregiver each day. They will also not be required to have their temperatures taken.
- *Cohorting by Division:* This year we will be cohorting all students by Division.
- *Lockers:* Middle and Upper School students will be allowed to use lockers.
- *Lounges:* Middle and Upper School students will be allowed to use their student lounges.
- *After School Activities:* We will be holding after school activities such as AC After 3 (formally known as AC Encore), Rainbow Room, HAC Athletics, theatre productions, and clubs on campus.
- *Visitors and Events:* We will be allowing parents, prospective families, and speakers on campus BY APPOINTMENT ONLY. Everyone will be required to wear a mask regardless of vaccination status. Outdoor events are permitted to take place and indoor events will be evaluated on a case-by-case basis.

Section 3: Health and Safety

ARRIVAL AND DISMISSAL

Arrival

1. Students are on campus only for the duration of the school day unless they are involved in a school-related activity including, but not limited to, AC After 3 (formerly known as AC Encore), sports, clubs, theatre practice, or individual work with an AC faculty or staff member.
2. Students may not enter the building before their arrival time of 7:30 a.m. and must enter through their designated door entrance (see below).
3. Lower School students who arrive before 8:00 a.m. will go to a supervised Morning Room. Nursery and Grade 1 students will go to the Pre-K classroom; Grade 2-5 students will go to the Library and be dismissed at 8:00 a.m. to walk to their classrooms where their teachers will greet them.
4. Students will enter the building without parents at their assigned entrance door except students in AC Little School, who are allowed entry prior to 8:30 a.m.
5. The Columbia Circle (main door) entrance near the Welcome Desk and Admissions Office will be utilized exclusively for all appointments and late arrivals.
6. Students are 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.
7. Little School, Nursery and Pre-K families use the Columbia Circle entrance closest to the Pre-K classroom.
8. Until 8:30 a.m., parents/guardians of Little School students can enter the designated door and walk their child to their classroom without entering the classroom, leaving their child under the care of an AC teacher. If arriving after 8:30 a.m., parents/guardians should use the door buzzer to contact an AC teacher who will come to the door to pick up the child.
9. Lower School students should use the main entrance of Columbia Circle.
10. Middle School students should use the Allendale door entrance in the center of school.
11. Upper School students may enter the building through the visitor entrance in the Courtyard by the Dining Commons.
12. Lower School parents will be encouraged to unbuckle their student(s) seat belt(s) once they have come to a complete stop in carline. Parents should 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. Students will be required to keep their face coverings on until they are in their cars.
3. Bus students will be dismissed from the Dining Commons, where they will sit with masks on physically distanced.
4. Dismissal for Lower and Middle School students being picked up by a parent/guardian will be from the AC gym in the back of the school. Students will wait in the gym with a mask on until their name is called, at which time they will go to their cars.
5. Students will be asked to exit the building upon dismissal. Those students who must stay later until a parent picks them up will be required to remain in the Dining Commons. No student will be allowed to roam the hallways.

ADMITTANCE TO THE BUILDING AND VISITOR POLICY

For the safety of the entire School community, AC will be limiting visitors, vendors, and any outside (non-student, non-employee) personnel from entering any of its school buildings without an appointment.

1. Parent/family volunteers will not be utilized for inside school or extracurricular activities, however they may participate when asked for outside activities (such as carline).
2. Visitors will not be able to participate in classroom activities in-person 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. If possible, events may be held in-person with masks at a later date if deemed safe.
4. Visitors will not be able to join students for lunch.
5. Parents/families with a prior appointment will be able to enter any building on the AC campus to meet with a teacher or staff member. These appointments may also be done remotely (via phone or Zoom), if all parties are more comfortable. Parents/families entering the buildings must be masked and use hand sanitizer upon entry. If during school hours, entrance should always be through the main door on the Columbia Circle and include sign-in at the Welcome Desk.
6. When picking up a student for an appointment or returning a child to school during the school day, parents/guardians must be masked and use the main entrance by the Welcome Desk. Visitors will be asked to use hand sanitizer upon entrance, check-in using the sign-in book, and remain in the main lobby.

7. Parents/guardians of students in the Little School or Nursery picking up a student for appointments during the day should contact Nick Galfo, 641-5303, or the Welcome Desk upon arrival so the student can be walked down to the main lobby. Parents/guardians must be masked and sign-in while they wait for their child in the main lobby.
8. Visits from people outside of the AC community will be 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 must wear a mask and keep it on for the duration of their visit. They must use hand sanitizer at the main entrance door and remain in the lobby until they are met by a representative from AC. Visitors will be escorted by an AC employee at all times.
9. AC will be giving tours to prospective families/students by appointment during the school day at designated times. 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.

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 put into place policies and procedures that we believe will keep our community members as safe as possible, understanding that we can mitigate, but not eliminate, the risks associated with COVID-19. AC employs professional school counselors to work directly with students and teachers. These resources are also available to parents who may need guidance in supporting their children.

Daily temperature checks

1. The school has five AATSS V2 Enterprise Automated Temperature Screening Systems. These touchless, state-of-the-art systems are at each entrance and can scan for face coverings and take temperatures with an accuracy of +/-0.5F. **Daily temperature checks are no longer required for AC students or employees upon entry**, but every person entering the School is encouraged to take their own temperature as an additional precaution.
2. If any student indicates, or appears, to have a temperature while in their classroom or on school grounds, their teacher or another AC faculty or staff member will immediately send that student to the AC Nurse's Office for further evaluation.

Daily symptom screenings

1. **Daily electronic symptom checks are no longer required for any AC students or employees.** However, all AC employees, parents/guardians, and students are asked to fully cooperate with all efforts to keep everyone in our community safe. That includes staying home if your child (or you if you're an employee) is experiencing any of the following 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

Employee and student testing

Following recommendations of health professionals, AC does not require routine, mandatory COVID-19 testing or antibody testing of students, faculty, and staff as a screening mechanism. However, from time to time, AC may find it necessary, or be required, to perform COVID-19 testing on all or some of its employees or students. AC will notify parents/guardians, faculty, and staff if such a circumstance arises during the school year.

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 contact information for the MCDPH.
3. AC employees who become ill or exhibit signs of illness during the school day will be given contact information for the MCDPH.
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.

COVID-19 Health Procedures

1. Students and employees exhibiting any symptoms of 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 Head of School, and together, they will contact the Monroe County COVID-19 Hotline (585-753-5555), which relays the information to the on-call 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 CDC.
3. In accordance with New York State mandates, AC will support the MCDPH 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 Contract Tracing Program.
4. Upon notification of an individual testing positive, AC is responsible for notifying the School community. 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 MCDPH regarding local testing locations and related public health information.

Return to school

Please refer to the following health procedures, provided by the MCDPH, to determine the correct course of action in regards to your health and the health of others.

FULLY VACCINATED PERSON EXPOSED TO COVID-19

- If the person has no symptoms, that individual can remain in school as long as they are symptom free and the individual wears a mask indoors both in and out of school for 14 days from date of exposure. *It is highly recommended that the person get a COVID-19 test 3-5 days after exposure per CDC guidance.*
- If the person develops symptoms--regardless of vaccine status--the person must isolate immediately and follow COVID-19 protocols.
- If a person was exposed to COVID-19 and experienced symptoms, the individual can return to AC once released from isolation by the MCDPH and proof of release is presented to the AC School Nurse.

UNVACCINATED PERSON EXPOSED TO COVID-19

- If an unvaccinated person is exposed to COVID-19, the MCDPH will issue a quarantine order.
- If the person is symptom free for 10 days from their last contact with the COVID-19 case AND the person is released from quarantine by the MCDPH, the person may return to AC.
- If the person experiences COVID-19 symptoms and has a negative COVID-19 test result, then the person will remain in quarantine for the remainder of the 10 days.
- If the person experiences COVID-19 symptoms and has a positive COVID-19 test result, then the person will remain in isolation until such time that the isolation is lifted by the MCDPH.
- In order to return to school, the individual must provide documentation of release from quarantine from the MCDPH and a negative COVID-19 test.

PERSON EXHIBITING NEW OR UNUSUAL COVID-19 SYMPTOMS:

- Regardless of vaccine status, stay home and contact your healthcare provider.
- A person can return to school if they receive a letter signed by their health care provider explaining an alternate diagnosis.
- If a person received a negative COVID-19 test result, they can return to AC if symptoms are improving and they are fever-free without medication for 24 hours AND they can provide a copy of the negative test result OR a note from their health care provider indicating the negative result.
- If a person receives a positive COVID-19 test result, the individual can return to AC once they can provide proof of release from isolation by the MCDPH.

- If the person does not take a COVID-19 test and does not have an alternate diagnosis, the individual may return to AC after at least 10 days have passed since the date of first symptoms, AND the person's symptoms are improving, AND the person is fever-free for at least 24 hours without use of medication.

Excused absences due to illness

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.

Travel restrictions

AC is following recommendations from the CDC regarding travel. At this time, they are as follows:

- Anyone who is fully vaccinated or has recovered from COVID-19 in the past 3 months does not need to get tested or self-quarantine in order to return to AC after travel unless they are symptomatic. Everyone should self-monitor for COVID-19 symptoms, and isolate and get tested if they develop symptoms.
- Anyone who is unvaccinated must get a COVID-19 test 3-5 days after travel, and self-quarantine for 7 days (regardless of outcome of test). If the person does not get a COVID-19 test, they must self-quarantine for 10 days. If the COVID-19 test is positive or the person becomes symptomatic, they must isolate and contact a health care provider immediately.

FACE COVERINGS

The faculty and staff at AC understands that wearing face coverings to school can be an intimidating or uncomfortable 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 at all times on the AC campus except when outside and physically distanced from others; during approved "mask breaks" given by AC faculty or staff; when seated and eating or drinking; 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 will be given “mask breaks” at the discretion of the teacher. Teachers will provide quiet areas inside the classroom where students may physically distance themselves from others while taking a break from mask-wearing.

1. Everyone age three 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. 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.
4. If anyone forgets their face covering, a disposable face mask will be provided to them by the School.
5. 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.
6. 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).
7. 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 posted 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. Signs are posted in common areas and classrooms.

HYGIENE

Training and consistent practice are the keys to developing and maintaining proper hygiene which helps combat the spread of disease. There will be time dedicated to hygiene, face coverings, and physical distancing practices on the first day of school.

1. Everyone must sanitize their hands when entering and exiting the building.
2. Students and faculty must sanitize their hands when returning to the classroom during the day. Prior to and after eating lunch, all students and teachers must wash their hands.

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 p.m. and 9:00 p.m., 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. 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 physically 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, Middle and Upper School students will be separated, understanding that some of these students share classes.

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. Large meetings of faculty and staff (such as all staff meetings) will be held remotely via Zoom when possible but may also be in-person as long as all participants are masked and physically distanced from each other.

Sports and extracurricular activities

Extracurricular activities and sports are a vital component of the AC experience. The School is confident in its ability to provide these opportunities to its students in some form regardless of the regulations of Section IV Athletes of which Harley Allendale Columbia (HAC) is a participant. AC will provide a robust number of extracurricular activities for students of all ages within the health protocols deemed to be safe at that time.

CHANGE TO STATUS AND SCHOOL CLOSURES

Early Warning Signs

The AC Board of Trustees and the Leadership Team will consistently watch early warning signs 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 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 Chair of the Board of Trustees, followed by an email to the Board of Trustees by the Head of School
- If the shift in learning model was not ordered by the MCDPH and was an internal decision, verbal notification will be made to the MCDPH
- Verbal notification to the AC Leadership Team by the 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

AC will continue to engage in in-person learning. If, in consultation with the MCDPH, 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 its “Rainbow Room” and/or AC After 3 programs.

Section 4: Facilities

UTILIZATION OF SPACE

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. The following spaces will be used, or utilized in part, this year:

- The Dining Commons will be used for lunch pick-up by students in Middle and Upper School. These students will then return to other areas on campus to eat lunch.
- Students in Lower School may, from time to time, eat lunch on a rotating basis in the Dining Commons if physically distanced.
- The Library will be open for student and teacher use this year.
- The vending machines will be stocked this year but students will be encouraged to physically distance themselves from each other while waiting to use the vending machines.
- Lockers in the Middle and Upper schools will be used this year, and Lower School students will use the hooks and cubbies provided in the hallway by or in their classrooms.

CLEANING FOR REOPENING OF SCHOOL

Prior to the return of faculty and staff in late August, all school buildings were deep cleaned in accordance with CDC mandates. The same procedure will be followed during longer school vacations and whenever deemed necessary.

FACILITIES RENTAL

Allendale Columbia School will be offering limited facilities rentals this year during non-school hours. Anyone using the facility will need to adhere to the School's masking policy and hygiene procedures.

VENTILATION

1. Last year the School installed a completely new HVAC control system which has greatly improved the controls of both heat and air.
2. AC has upgraded its filters to Merv-13 filters to improve air quality in the building.
3. 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.
4. When the weather permits, students will be going outside under the supervision of the AC faculty and staff. The School has purchased additional outdoor furniture such as picnic tables and seating so that students can more easily eat, study, or work outside.

Section 5: 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. Individually packaged, healthy lunches will continue to be provided daily.
2. Complete meals will be delivered to Lower School classrooms daily, and Middle and Upper School students will pick up their lunches in the Dining Commons.
3. There will continue to be a choice of meal options (including vegan/vegetarian), and meals will need to be ordered the prior week through an electronic 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.
5. The composting program will continue to be suspended.
6. There will not be fruit available in the Dining Commons throughout the day.
7. Access to the kitchen will be limited to Food Services staff.
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. No outside 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 6: Transportation

SCHOOL TRANSPORTATION

AC owns two 15-passenger buses and one 8-passenger van that will be used prudently 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
- Use hand sanitizer before boarding and after exiting the bus
- The driver (an AC employee) must wear a face covering at all times