Reopening Plan, Procedures and Protocols

School Year

2020/2021

This document is a work in progress that will reflect changes as they occur for best practices.
Note From the Head of School . . .

As we approach the beginning of a new school year, I want to take a moment to reflect on what this past year has brought us and our school. Even though I have not been part of the DuBow Preschool and Martin J. Gottlieb Day School for long, I have learned one important characteristic about the school and its community: its amazing resilience! The School has gone through multiple changes and issues. A roof collapse, a new Head of School search and hire, and the creation of a new school board. Why do I say resilient? Because regardless of what this community has been through, everyone is still united as one. Despite an unprecedented year with all the above mentioned, you also had to deal with a pandemic. None of these issues have deterred parents, teachers, or staff. You have all come together greeting me with kindness, support, and understanding. I am proud to say I am a member of this community, and we will continue to ride this pandemic and anything else that comes our way with grit and unwavering resilience.

Thank you,

Tina M. Silva

Head of School Distribution: 1st draft 7/12/2020
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Objectives for Opening

As we face an unforeseen challenge, with an evolving understanding of how to best face it, the DuBow Preschool and Martin J. Gottlieb Day School leadership, teachers and community members have been actively looking at all facets of the experience we provide. We are consulting with local health officials who are on the front lines of the COVID pandemic and who have provided great clarity to our focus. We are confident we will continue to be able to deliver our version of top tier education our families have come to expect from us.

We have two primary goals in opening school in August. One is to provide the safest campus as is feasible and the other is to continue to provide the best educational experience possible. This guide shares how we are approaching the conversation of reopening safely. As we learn more from our experts in the field, we will continue to modify our policies and procedures to provide as much safety as possible within the context of the business of school. The work of education is antithetical to physical distancing, and we are being innovative with our facilities to provide the best protection possible. We know our students and families are ready to be back together, and we will be prepared to have you back. Above all, our policies are mindful of the Jewish principle of "pikuach nefesh - preserving life." With this in mind, we will seek to protect the most vulnerable in our community. This will take a commitment by all to do things differently, but these things are necessary.

Our mission guides us to ensure each student is stewarded well in their educational journey, and that commitment remains true. This coming year may bring further disruptions, but we are making plans to be prepared for those possibilities. In a shift that rivals our transition to online learning last March, we will be opening our classrooms so our at-home Day School students can learn alongside their classmates on campus in real-time. We believe the social interaction and synchronous learning that happens when our students are together is essential. We are putting plans in place to open the school to all of our students and are building the system to keep those who choose or need to be home connected in a real and meaningful way. At the same time, we recognize circumstances may dictate that we close the building at some point for the safety of all. We are putting plans in place now to be prepared should that be necessary, so we can maintain an engaging and successful learning environment.

As you read through this guide, know that this is only one facet of a multi-layered conversation we are having to make sure our school continues to deliver an unmatched education, where priority is placed on the interaction between the students, their faculty, and each other.
Arrival and Dismissal

Prescreening
In order to ensure the protection of all, school personnel will greet students upon arrival to our campus. A brief health screening and temperature check using an infrared scanner will be conducted prior to the student exiting the car to ensure COVID-19 symptoms are not present. Students should remain in the car until they have been cleared for safe entry. We also ask that parents remain in their vehicles and wear masks during drop off and pick up.

Students will go directly from their vehicle to their classroom upon arrival.

Parents should monitor symptoms regularly and avoid sending a child to school who is not feeling well. Symptoms to watch for may include, but are not limited to:

- Fever of 100 degrees Fahrenheit or higher
- New onset of cough or shortness of breath
- Other symptoms associated with COVID-19, such as chills, muscle pain, sore throat, headache, new rash, loss of sense of smell or taste, GI symptoms such as diarrhea, vomiting, or nausea

Please be patient with us as we now need to pick up or bring your child(ren) to you one vehicle at a time. We require all parents or guardians wear a face covering during this process.

Arrival and Dismissal Times

- Arrival for both schools is from **8:10 to 8:30 am**. Both schools will dismiss from **3:30 to 3:45 pm**. VPK and Preschool students who are only scheduled to attend the half day program will dismiss at a 1230-1245 pm carpool. Please note: these new carpool arrival and dismissal processes may take a while when we first begin school due to the newness of protocols, so please be patient and plan accordingly.)
- Preschool students will arrive and dismiss at the preschool entrance; day school students will arrive and dismiss at the day school entrance.
- **Families with children in both schools will drop off and pick up their children at the preschool entrance.**
- **At drop off, covid screening questions will be asked and students’ temperature will be recorded and kept on file for the school year.**
- **Before Pick up, students will have temperature taken for a second time and recorded next to their morning log.**

We ask that you adhere to the designated arrival and dismissal times. If it is necessary for you to drop off or pick up at a **different time**, please call the School Office at (904)268-4200 in
advance and a staff member will meet you outside to pick up or drop off your child. Children will not be dismissed between 3:00 and 3:30 pm.

**Early Care/Aftercare**
We will be providing before and after care. We will have more detailed information to come.

**Reopening Protocols**

<table>
<thead>
<tr>
<th></th>
<th>PreSchool, VPK/Kindergarten</th>
<th>Grades 1-5</th>
<th>Middle School</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Classroom Learning</strong></td>
<td>Classes will stay in place for learning activities. Resource teachers (Art, Library, Music, and Jewish Studies) will come into each classroom during scheduled times.  PE and Music will utilize outside areas weather permitting.</td>
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<td>Classes will stay in place as much as possible. Teachers will move from class to class. Resource teachers (Art, Library, Music, and Jewish Studies) will come into each classroom during scheduled times.  PE and Music will utilize outside areas weather permitting,</td>
</tr>
<tr>
<td><strong>Outside Space</strong></td>
<td>Teachers will use outdoor spaces for teaching on a regular basis, weather permitting (gazebo, courtyard, field, basketball court, sukkah).</td>
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</tr>
<tr>
<td><strong>Face Coverings</strong></td>
<td>Based on the requirements set by the mayor, all students from K-8 will wear masks inside the building. We will continue to monitor the situation based on local and state health recommendations. Students will store masks in a safe, sanitary manner when not in use.  Teachers will wear face shields during whole group instruction and wear masks when working with small groups or individual students.</td>
<td>Based on the requirements set by the mayor, all students from K-8 will wear masks inside the building. We will continue to monitor the situation based on local and state health recommendations. Students will store masks in a safe, sanitary manner when not in use.  Teachers will wear face shields during whole group instruction and wear masks when working with small groups or individual students.</td>
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</tr>
<tr>
<td><strong>Classroom Seating</strong></td>
<td>All teachers will assign specific chairs for each student with proper name tags so each child only uses that chair throughout the day. In VPK and Kindergarten, students will be seated with a maximum of 3-4 to a table. All individual work areas will be identified for students to have their own space, even when working in small groups.</td>
<td>All teachers will assign specific chairs for each student with proper name tags so each child only uses that chair throughout the day. In grades 1-5, each student will have his/her own desk with appropriate distance between them.</td>
<td>All teachers will assign specific chairs for each student with proper name tags so each child only uses that chair throughout the day. Middle school students will be assigned with a maximum of two to a table or have individual desks placed with an appropriate distance between them.</td>
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</tr>
<tr>
<td><strong>Small Group Work</strong></td>
<td>Teachers may tape off sections on tables so students are only using their own allotted space. (each classroom needs a small group - curved table) Teachers will be responsible for disinfecting the table between each small group.</td>
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</tr>
<tr>
<td><strong>Bathrooms</strong></td>
<td>Students will use the bathrooms located inside their classroom. Bathrooms will be fully cleaned and disinfected three times a day by Maintenance. Children will be taught effective handwashing methods and will be monitored while washing hands. For reinforcement, CDC hand washing posters will be posted by sinks with pictures and words.</td>
<td>First graders will use the bathroom located inside their classroom. Second graders will use the downstairs bathroom across from the Science lab. Grades 3-5 will use the bathrooms closest to their classroom. Each student will have an individualized bathroom pass. Hooks will be located outside each bathroom on which to hang the pass. ONLY two students at a time in the bathroom. If there are no hooks available, the students MUST return to class.</td>
<td>Middle school students will be using the bathrooms upstairs. Two students at a time will be allowed to use the bathroom. Each student will have an individualized bathroom pass. Hooks will be located outside each bathroom on which to hang the pass. ONLY two students at a time in the bathroom. If there are no hooks available, the students MUST return to class. Bathrooms will be fully cleaned and disinfected three times a day by Maintenance.</td>
</tr>
<tr>
<td></td>
<td>First Aid</td>
<td>Transitions</td>
<td>Dropoff and Pickup</td>
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<tr>
<td><strong>First Aid</strong></td>
<td>First aid kits will be in each classroom to handle minor issues (such as band-aids).</td>
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<tr>
<td><strong>Transitions</strong></td>
<td>Hallways and stairwells will be marked one way to keep students moving in the same direction. A schedule will prevent classes from transitioning at the same time.</td>
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<tr>
<td><strong>Dropoff and Pickup</strong></td>
<td>Drop off and pick up will take place via the carpool lane only. There will be no parking and walking students to/from the building. All occupants of a vehicle in carpool must wear a mask. Students will receive a temperature check/screening each day upon arrival.</td>
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</tr>
<tr>
<td><strong>School Supplies</strong></td>
<td>VPK students will wash hands before/after use of shared supplies. Kindergarten students will not share supplies. Kindergarten students will have their own supplies for home and school.</td>
<td>Students will not share supplies. Each student will have his/her own supplies for home and school.</td>
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<tr>
<td><strong>Recess</strong></td>
<td>Students will wash hands before and after recess. Recess will be conducted with their own class or age group, avoiding mixing with other classes.</td>
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</tr>
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<td><strong>Lunch in Classroom</strong></td>
<td>VPK will eat lunch in their classrooms. Kindergarten will eat lunch in the classroom with the teacher the students are currently with at the time of lunch.</td>
<td>Lunch will be eaten in the classroom with the teacher the students are currently with at the time of lunch.</td>
<td>Lunch will be eaten in the classroom where the students are with an adult at the time of lunch.</td>
</tr>
</tbody>
</table>
Lunch may be eaten outside unless inclement weather.

<table>
<thead>
<tr>
<th>Snack</th>
<th>Students may purchase nutritious snacks from Margo’s or bring their own nutritious snacks from home.</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Remote Learning Platform</td>
<td>VPK learning will preferably be all in person or all virtual. Remote learning content will be delivered at the same or different times using the Google Suite for Education products. Teachers will set regular “office hours” for individual conferences with students. Training will be provided to VPK/K parents and students prior to remote learning.</td>
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</tr>
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</table>

**Illness Protocols**

If a student displays signs of illness, the student will be taken to a separate sickroom area away from the classroom in a designated quarantine room near the Main Office.

Students and staff should stay home when presented with any of the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

**Protocol before entering the sickroom:**

- Sign in/Sign out of staff members, and a private log (not visible to others) of students in the sickroom for contact tracing purposes.
Students will wash their hands when they enter the room. Masks must be worn at all times.
Staff members will put on gloves, a medical-grade mask, and shield or goggles before evaluating a sick student. All safety gear will be disposable, especially the mask. The sickroom mask must not be worn outside of the sickroom.
Temperature will be checked and symptoms will be generally evaluated. If necessary, a parent will be called to pick up the child from school.
If entertainment items are provided, they must be disposable.
No other staff will be permitted in the sickroom, other than staff trained in this protocol.

Protocol after sickroom exposure:

Once a student is picked up, staff members will observe proper protocol of removing gloves, mask and shield and sanitation completed before returning to the school area.

At least 4-6 staff members will be trained on the sickroom protocol including an in-depth process of proper equipment wearing, removal and disposal.

If a student goes home sick, the teacher should not touch the students’ belongings or clear the student’s desk area. A staff member trained in the sickroom protocol, should collect the student’s belongings (including all supplies reserved for that student) into a bin/bag while wearing gloves.

Maintenance will properly clean the students’ area as soon as possible including the high traffic/touch areas of that classroom (light switches/bathrooms, etc.). This process will be expedited to reduce contamination of other students and the teacher of that classroom.

If a student from the higher grades goes home sick, that designated bathroom will be immediately cleaned.

Sick Protocol:

All staff and students who take a sick day must have a doctor’s note upon return.

Negative Covid test: Students and Staff who present any of the symptoms, including but not limited to a fever of 100 will be required to stay home for 72 hours fever and symptom free.

Positive Covid test: Students and Staff who come back with a positive test will be required to stay in quarantine until everyone in the household has tested negative for Covid.

If a staff member or student in a classroom goes home sick or calls in due to an illness, all parents in that classroom will be notified.

If a positive result comes in for student, staff, or from direct contact, (immediate family) the classroom and any siblings of that student who come to the school will be required to
quarantine and get a negative test before returning to school. All parents will be notified in the classrooms affected)

For all scenarios: Distant learning will be available for those students who are quarantined but able to attend school online. If a student is ill, there is no expectation to be online.

Summer Preparedness

Before returning to school:

- Immunizations must be maintained and not deferred because of the current pandemic. Additionally, the American Academy of Pediatrics urges families to consider the Influenza Vaccine in light of the presence of COVID-19 during the regular flu season.
- If your child requires asthma treatments during the school day, please make sure you obtain an inhaler from your child's healthcare provider with a spacer prior to the start of school. Treatments will be performed in a well ventilated area or outdoor space to avoid aerosolization exposure.
- Prepare your child for their school day:
  - Discuss and practice proper mask use:
    - Make sure the child's nose and mouth are covered.
    - Limit touching masks throughout the day. Ensuring proper fit of a mask will reduce readjusting the mask during the day.
    - Demonstrate the proper way to take the mask off: by the ear loop.
  - Discuss and practice proper hygiene: effective handwashing, sneezing and coughing into the elbow.
    - [Video](https://youtu.be/d914EnpU4Fo) What you need to know about Handwashing
    - [Video](https://youtu.be/W-zhhSQDD1U) Stop the spread of germs.
  - We are making every effort to shift schedules to avoid gathering in places. Please discuss the importance of maintaining a social but safe distance from friends and other students in general areas when social distancing is not possible. Waving to a friend from a different class in the hallway is safer than sharing a hug or high five.
    - Since students will have their own designated desk, seating and most supplies, please remind your children to avoid using other students' supplies and the importance of staying in their own learning area.
- Create a family plan of who will be responsible to pick up your child from school with short notice in the event that your child is sick. It is more important now than ever, that you keep contact information current with the school office so your child does not remain in school for a prolonged period while ill. Your child will be waiting to be picked up in a separate room with a staff member wearing personal protective equipment.
Create a virtual learning plan in the event our in-person classroom learning must be temporarily suspended.

- Plan should include:
  - Desktop/laptop/iPad in a stationary place with online learning capabilities (internet/programming specifications and training opportunities to follow).
  - Proper learning area sufficient for daily online learning.
    - Well lit, consistent area with a device, ample desk space for books.

Subject: Actions we are taking in order to be ready to open on August 13th; include types of procedures we put in place, professional development for staff including academic and COVID-19 protocols.

COVID-19 Prep

- Administration and Maintenance staff will be training all faculty on proper sanitization procedures and protocols, similar to the training held before summer care began.
- Deep cleaning of all school spaces prior to opening on August 13, 2020
- Daily schedules planned to maximize social distancing. Smaller class sizes, maximize use of outdoor learning spaces, established routes to minimize congestion during times of transition (one way stairways/hallways, etc with signage)
- Frequently touched surfaces will be disinfected throughout the day, with more extensive disinfecting occurring each evening.
- Social distancing rules for classrooms and common areas such as restrooms, hallways, etc.
- Limited, and controlled parent, and vendor access
- K-8 students will use individual supplies
- Teachers will rotate in and out of “home base” classrooms, limiting movement of students.
- Temperatures will be taken before anyone enters the building. If they have a temperature of 100.0 degrees or higher they will not be allowed into the building.

BACK TO SCHOOL

Students will be trained on healthy school practices:

- Wash hands frequently with soap and water
- Utilize hand sanitizer in and out of classrooms when hand washing not available
- Maintain socially respectful distances with classmates
- Avoid touching eyes, nose, and mouth
- Use tissue or elbow when coughing or sneezing and wash hands immediately
- Tell an adult if you don’t feel well
- Limit items brought into school to essentials
- Water containers should be brought daily, labeled with student first and last name with no exposed straw
Parent/School Communication:

- Virtual “Meet and Greet” prior to the first day for students and parents to have brief introduction to teacher(s)
- Virtual “Open House” within the first couple weeks after school starts (for parents only) to share information and answer questions (different days for PS/DS)

CLASSROOM CLOSURE PLAN

In the event that a student/teacher tests positive for COVID-19 in your child's classroom, you will be immediately notified of the classroom closure.

We will make every effort to contact trace and notify anyone potentially exposed to COVID-19 by a positive individual. We have implemented plans that will include sign in/sign out of rotating staff members (Music, Art, etc.) to help gage all staff entering the classroom aside from your child's regular teachers.

We will require all students and staff with direct contact in your child’s classroom to be tested and produce a negative result before beginning to reopen the classroom. As negative results are produced, the classroom will gradually reopen after deep cleaning and sanitization and when it is safe to do so. The health of students and staff is our number one priority.

If you or your child have been knowingly exposed to a COVID-19 positive individual, please obtain COVID-19 testing with negative results before returning your child to school. We count on the responsibility of our families to ensure we continue to maintain a successful and healthy academic environment with none or limited closures.

If your child is sent home with illness symptoms, please contact your child's healthcare provider as soon as possible to have your child evaluated and tested if necessary.

We ask that if a student, sibling or parent or anyone in your household tests positive for COVID-19, please notify the school immediately. Both the student and sibling(s) are required to stay home and quarantine for 14 days and produce negative results. According to the CDC, if one person is still positive everyone must remain in quarantine and all be retested until everyone has a negative result.

In the event a student is positive with a sibling that also attends a different class in DuBow Preschool or Martin J. Gottlieb Day School, the sibling’s classroom will be notified of a possible exposure. We will require siblings to procure a negative test before returning to school. We will only close the sibling’s classroom, if the sibling tests positive.
School Learning Plan

Our focus will be to safely open our school and stay open:

While school is in operation, and teachers are required to be in the classroom with students, any parent who wishes to have their child learn via distance learning will have that opportunity.

Distance Learning Protocols:

- Student(s) will have to be up, eat breakfast and be dressed (school uniform) and ready to learn when school starts at 8:30 and will end at 3:30.
- Laptop needs to be on and students must log into google meets/hangouts.
- There is still a high expectation placed on student behavior and participation.
- Grading will be the same for every student weather they are in class physically or virtually.
- School work and learning expectations will also remain the same, weather in school or learning virtually.

We understand every child is different, age variations and attention. Please do what is best for you and your family.

- Allow for mini breaks
- Give them non electronic time during the day.
- Always reach out to Tina Silva(tsilva@dubowgottlieb.org), if you and your child are struggling with this. We will do what we can to help

School is required to close:

If schools are required to close this is when we will assess Dubow Preschool safety protocols, versus Martin J. Gottlieb Day School. The decision to close or stay open will be based on local/government recommendations with careful consideration and communication between the Head of Schools, and the Board of Directors. The following will only apply to the Dayschool.

- Teachers will teach virtually every day.
- This will be a combination of General and Jewish studies teachers will hold google meets/hangouts for the whole class/small group.
  - Will be based according to students age and grade but all will meet, M-F
  - After Lunch, students will have 1.1/small group times assigned to them. This will be daily in some cases and weekly in others.
  - Specials and other support personnel will also have whole class and 1.1/small group meetings assigned weekly and in some cases daily after lunches.
- School times Distant, in school or Hybrid will be Monday thru Friday, 8:30 to 3:30.

Our goal is to educate our students at a level of rigor that is expected from Martin J. Gottlieb Day school.
Student(s) will have to be up, eat breakfast and be dressed (school uniform) and ready to learn when school starts at 8:30 and will end at 3:30.

- Laptop needs to be on and students must log into google meets/hangouts.
- There is still a high expectation placed on student behavior and participation.
- Grading will be the same for every student weather they are in class physically or virtually.
- School work and learning expectations will also remain the same, weather in school or learning virtually.

Jewish Life in School

This year Liat Walker and Edith Horovitz will join forces to ensure a strong Jewish education through our classroom lessons and the experiences we provide for our students in Preschool through 8th grade. Liat will be serving as Director of Jewish Studies. In this capacity, she is responsible for overseeing the Jewish Studies curriculum. Edith will be serving as the Director of Jewish Life. She is responsible for experiential Judaism in the schools. In her capacity as Director of Jewish Life, Edith is preparing a series of “mini-lessons” about Jewish customs, laws, and celebrations for all of our families and staff members. Working together with the Jewish Studies staff, Liat and Edith are committed to provide exciting, enriching lessons and programs so our students develop a love for Judaism, the mitzvot (commandments) and Israel.

Over the summer, our Jewish Studies teachers are participating in professional development sessions to build on their knowledge of iTaLAM (our Hebrew language and Jewish heritage curriculum), JiTap and other digital programs. These sessions are providing them with skills that can be used both in the classroom and in the event we need to move to distance learning at any point during the school year.

Working with our amazing staff and the PTA, we are already working on plans for unique holiday celebrations. For example, the shofar will still be blown every morning during the month of Elul as we prepare for Rosh Hashana, the Jewish New Year. Students will learn about apples & honey and eat them in their classrooms. We will begin discussions early about celebrating Sukkot, Simchat Torah and other holidays.

Daily Tefillah (prayer) services will continue for each grade, in the classroom, in the sanctuary (with social distancing strictly observed) and outdoors. Taking prayer services outdoors will allow us to practice social distancing while enhancing the spirituality of our prayer experience surrounded by the beauty of nature.
The Middle School students will continue to participate in the school’s award winning Mitzvah Program. The projects may look different, nevertheless, they will provide hands on experiences while learning about the mitzvot.

As Director of Jewish Life, Edith will be developing mitzvah projects for Lower School and Preschool classes as well. Schoolwide projects will allow all the students in the school to join together in taking pride in their observance of the mitzvot and serve the community.

**Special Thank You**

The process of developing this plan and working on making our school the safest school possible. We understand that the current environment is constantly changing with numbers of infected and government decisions based on those numbers. This collective group of individuals have worked on our reopening plan which began on June 9th. The hours of research, discussions and dedication to making certain we have a well rounded, thoughtful, and safe plan has been our focus. We will now open this plan to our entire community to give feedback, and make suggestions to make this a community effort to do what is best for our children.

I personally would like to thank and acknowledge the following people:

Amanda Flaks
Andy Raitt
Arlene Yegelwel
Beth Wolpoff
Billie McNett
Brian Pargman
Brooke Zaner
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Deborah Kaye
Dina Kirshbaum
Edith Horovitz
Erik Rostholder
Jodi Rogozinski
Justin Sakofs
Karin Hallett
Lauren Lodato
Liat Walker
Marianna Nudelman
Melanie Setzer
Melissa Storch
Pamela Feldman
Rabbi Shira Rosenblum
Rachel Morgenthal
Rachel Sakofs
Sandy Shapiro
Sara Werner
Sara Crowe
Shana Gutterman
Stephanie Teitelbaum
Tracy Hilbert

References

Center for Disease Control and Prevention: COVID-19 School Guidelines


https://www.aappublications.org/news/2020/06/26/schoolreopening062620