



# RE-OPENING PLAN

Erie Day School

2020-2021

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# INTRODUCTION

Dear Erie Day School Families,

Please find our comprehensive 2020-2021 Re-Opening Plan on the pages that follow. This Plan complies with all CDC Guidelines to date and aligns well with the Pennsylvania Department of Education's expectations for re-opening.

We are actively preparing to begin the school year with in-class instruction for every child each day, however options for learning beyond the classroom include live remote video attendance (synchronous learning); asynchronous learning through online portals; and a half day option for our Lower and Early Childhood Students. You will find this Plan includes extensive measures for not only academic plans but also for the prevention of the transmission of COVID-19. All of us at Erie Day School prioritize the health and safety of our community members. We have and continue to work tirelessly to make adjustments to academic schedules, implement our commitment to specialty area instruction, practice robust disinfection and plan for hygiene practices and protocols informed by the Erie area's leading medical experts among our School community.

This Re-Opening Plan has been designed upon the following foundational principles:

- Safety – Safety underpins every aspect of this Plan which has been developed with federal, state and county public health guidelines in consultation with medical experts in our School community. The health and safety of our Students, Faculty and Staff remains our highest priority.
- Academic Excellence – Ninety years of independent school education has withstood the test of time and tragedy. Rather than simply looking for a way to survive the challenge of the COVID-9 pandemic, we have embraced this time in our School's history to embrace the way we deliver our mission to our families. Our goal is not to simply survive; but thrive.
- Flexibility – When it is safe to do so, we believe children are at their best academically and socially when they attend school face-to-face and form close relationships with their teachers and peers. Therefore, our process has been guided with attention to serving every child, every day with plans for in-person instruction while affording families options for their child's education during these uncertain times.

I am extremely proud of the dedication and commitment among all of my colleagues at Erie Day School who have dedicated much time and thought toward your child(ren)'s well-being the past several months. This upcoming academic year will require continued patience and elasticity from all of us. Please take heart in the fact that the Erie Day School community is thriving and here to support your child through difficult and uncertain times.

Yours in education,



Dr. Karen K. Tyler

## ABOUT COVID-19

COVID-19 is an illness caused by a virus that can spread from person-to-person. Symptoms can range from mild or no symptoms to severe illness and may appear 2 – 14 days after exposure. Symptoms may include fever or chills, cough or shortness of breath to difficulty breathing and headache, fatigue, muscle or body aches, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting or diarrhea. A person can become infected with COVID-19 by coming into close contact with an infected person, from respiratory droplets when an infected person coughs, sneezes or talks, or by touching a surface or object that has the virus on it and then touching your mouth, nose or eyes.

### Prevention

At the date of this publication, there is no vaccine to protect against COVID-19. The best way to protect yourself is to avoid exposure to the virus. The following have been designated the best ways to prevent the spread of COVID-19:

- Wash your hands often with soap and water for at least 20 seconds or use a hand sanitizer that contains at least 60% alcohol. Avoid touching your eyes, nose and mouth with unwashed hands.
- Avoid close contact. Maintain a distance between yourself and others that don't live in your household.
- Cover your nose and mouth with a cloth face mask in public and among people that don't live in your household, especially when physical distancing is difficult to maintain.
- Cover coughs and sneezes with a tissue that can be thrown away in the trash and immediately wash hands with soap and water for at least 20 seconds or use hand sanitizer afterward.
- Clean and disinfect frequently touched surfaces regularly.
- Monitor your health daily. If you develop one or more symptoms of COVID-19, stay home and follow CDC Guidelines.

### Resources

CDC Guidelines: <https://www.cdc.gov/coronavirus/2019-ncov/communication/guidance-list.html?Sort=Date%3A%3Adesc>

PDE Guidelines: <https://www.education.pa.gov/Schools/safeschools/emergencyplanning/COVID-19/SchoolReopeningGuidance/Pages/default.aspx>

Johns Hopkins:

<https://gisanddata.maps.arcgis.com/apps/opsdashboard/index.html#/bda7594740fd40299423467b48e9ecf6>

Commonwealth of Pennsylvania: <https://www.pa.gov/guides/responding-to-covid-19/>

## ACADEMIC OPTIONS FOR STUDENTS BY COLOR PHASES

### RED PHASE

**All classroom instruction operates remotely due to a local, state, or federal mandate.**

**Parent** communications will occur via School Speak. Newsletters, academic grades and reports, announcements and attendance will be communicated through School Speak. This applies to each Phase of Re-opening.

#### **Early Childhood Students**

will meet with teachers in small groups and individually via Zoom. Parents will be supported by the classroom teacher with instructional ideas through SeeSaw.

**Lower School Students** will meet with teachers through synchronous and asynchronous instruction. Zoom will be utilized for online synchronous instruction, in real-time. Math, reading and speech specialists will offer remediation/enrichment via synchronous Zoom lessons. The online platform SeeSaw will offer Students asynchronous instruction and assignments, to occur at their convenience. All specialty area teachers will utilize SeeSaw as an online platform for their instruction and assignments.

**Middle School Students** will meet with teachers with synchronous instruction through Microsoft Teams. A child's daily schedule will be followed, beginning at 8:15am and ending approximately 3:25pm. A one-hour break will occur for lunch/physical activity. Expectations for the online learning environment will be communicated and abided by among Students. Specialty area teachers will publish instruction and assignments on Microsoft Teams. Individual assistance can be solicited during the synchronous classroom instruction or email.

**Administration, Faculty and Staff** are working remotely to ensure safety and mitigate contagion. Maintenance **Staff** will work regularly cleaning and disinfecting.

## YELLOW PHASE

The Red Phase classroom instructional conditions apply during the Yellow Phase, unless local, state or federal restrictions enable in-class instruction. Erie Day School will re-open/remain open without mandated closure.  
(See Educational Options 1, 2, and 3 in Green Phase.)

**Students** will follow Yellow Phase instructional operations. If a mandated closure is not issued, Educational Options 1, 2, and 3 will apply.

**Parents** will seek information on School Speak.

**Administration and Maintenance Staff** will work from the School, if under mandated closure.

**Faculty and Staff** may elect to work from School, if under mandated closure. Otherwise, Faculty and Staff will follow Red or Green Phase plans, appropriately.

## GREEN PHASE

**Educational Options among families include the following:**

### **Option 1 – In-School Instruction, face-to-face**

Students will be distributed among cohorts/small groups by grade level to receive classroom instruction.

In **Early Childhood**, class groups are small and instructional faculty is consistent. Transitions to other classrooms will not occur. The children will work with designated teachers(s) and one classroom space. Outdoor play areas, the campus and neighborhood will serve as outdoor classroom space as well.

**Lower School Students** will be arranged in two cohorts, Groups A and B, per grade level, with exception to Kindergarten. Due to the small class size for Kindergarten, the instructional group consists of all enrolled. Lower School Students will transition between the classroom and outdoor areas for learning. Students will meet with specialty area teachers each day. Grades 1 – 4 will transition to additional classrooms for specialty area instruction during the first three academic periods or the second set of three academic periods, cohort/Group pending. Lunch and recess will be supervised among Students of the same grade level in the dining room and on the playground.

**Middle School Students** will migrate among seven periods each day in consistent cohorts made up of small groups of Students. Students will transition between classrooms at regular intervals. The campus will be utilized for outdoor instructional areas when possible. Snack and lunch will be eaten in a specified classroom, among the daily cohort. Recess will be supervised outdoors each day.

Option 1 changes if/when Students become ill short, or long-term, need to be quarantined or elect to be socially distanced. Option 2 would take effect if/when changes occur.

**Option 2 – Remote Instruction, via SeeSaw, Zoom and/or Microsoft Teams**

Students may elect to receive classroom instruction online, rather than in the classroom, face-to-face due to prevention or treatment.

**In Early Childhood**, time will be afforded for both synchronous and asynchronous instruction through SeeSaw and Zoom. Expectations for learning will be managed between the teachers and parents. For example, Students may elect to participate in class read-aloud experiences among friends and follow along with the teacher, synchronously, via Zoom. They may also elect to log into SeeSaw and enjoy the children’s literature piece asynchronously, at a convenient time from home. Arranged times for individual and small group discussions/instruction will be coordinated among teachers and parents.

**Lower School Students** electing for online instruction will utilize SeeSaw as their primary tool for instruction and assignments. Teachers (both classroom and specialty areas) will coordinate daily expectations and capture learning experiences for your child to navigate from home, in an asynchronous manner. When possible, Zoom will be utilized for synchronous instruction. Expectations for learning including assignment due dates, methods, etc. will be communicated regularly.

**Middle School Students** choosing the online educational option will follow the academic schedule of the day through Microsoft Teams (Zoom may be utilized as well, if needed). Students will plan for synchronous academic instruction from the classroom, among the designated cohort, during the assigned instructional time. Opportunities for question/answer, clarity on assignments, classroom discussion and socialization will accompany the synchronous instruction. Expectations for learning including academic integrity, assignment due dates, methods, etc. will be communicated and followed.

### **Option 3 – Blended Instruction, integrating face-to-face with online learning**

Early Childhood and Lower School Students may opt to receive the Erie Day School educational experience both at home, and online each academic day.

**Early Childhood Students** traditionally have the option to receive instruction in school 8:15am – 11:30pm OR benefit from an 8:15am – 3:15pm experience.

**Lower School Students** may elect to follow a half-day schedule. Under Option 3, Students would receive classroom instruction from the designated classroom teacher and receive online learning experiences through SeeSaw from the specialty area teachers. The schedule for the half-day option would occur during the three synchronous academic periods with the grade level classroom teacher.

## **STUDENT & PARENT SUPPORT**

Whether your child elects Option 1, 2 or 3, Instructional Specialists, our School Nurse and our School Guidance Counselor will continue to support students and families in person, by email, by phone or by video conference. Contact the following via email anytime for help:

Title I Reading Specialist, K-4	Mrs. Tara Mitchell	tmitchell@eriedayschool.com
Act 89 Reading Specialist, K-4	Mrs. Stephanie Sherwood	ssherwood@eriedayschool.com
Dyslexia Interventionist	Mrs. Lisa Jenkins	cejenkins@verizon.net
Act 89 Math Specialist, K-4	Mrs. Jody Donovan	jdonovan@eriedayschool.com
Act 89 Math Specialist, 5-8	Mrs. Chris Musi	cmusi@eriedayschool.com
Speech Pathologist, K-8	Mrs. Sue Lee	slee@eriedayschool.com
School Nurse	Ms. Bridgette May	bmay@eriedayschool.com
Guidance Counselor	Mrs. Allison Parr-Plasha	aparrplasha@eriedayschool.com
Financial Support	Ms. Savannah Grosch	sgrosch@eriedayschool.com
Enrollment Management	Mrs. Kim Connelly	kconnelly@eriedayschool.com
Marketing & Development	Dr. Rebecca Styn	rstyn@eriedayschool.com
School Operations & Management	Dr. Karen Tyler	ktyler@eriedayschool.com



## ACADEMIC EXPECTATIONS & INTEGRITY

In-class or online, your child is expected to uphold **Standards for Academic Integrity**.

### IN CLASS

#### Students are expected to...

- Respect yourself, the teachers and others
- Put forth your best effort at all times
- Be prepared for class each day
- Follow directions when given
- Pay attention, participate and ask questions
- Complete original work
- Follow assignment due dates
- Preserve a positive learning environment

### ONLINE

#### Students are expected to...

- Engage in the online environment with a set-up for learning (i.e. writing platform/desk, comfortable chair, webcam and microphones for multi-modal classroom participation including audio-visual engagement)
- Sit up straight
- Take notes when needed
- Listen
- Participate by raising hand using online feature
- Be a respectful, non-distracting member of the School community (e.g. mute the microphone as appropriate to minimize remote dialogue with others and background noises)
- Complete original work
- Submit assignments when or before due (including tests that may be due in real-time)

#### Students are expected NOT to...

- Lay down
- Wear inappropriate clothing
- Eat when others are not
- Walk around holding devices with limited or jostled screen view
- Play video games/watch YouTube/IM/chat/text
- Plagiarize, copy from Students/Parents

### **While interacting with the online platform Students are expected to...**

- Actively learn with audio-visual links to the classroom (e.g. cameras, microphones and earphones if needed)
- Observe videos, PPTS, lecture notes, listen to audio recordings, etc.
- Remove distractions including background noises, dialogue, etc.
- Take notes
- Ask questions when needed

Parents/Guardians are reminded to reference the Parent-Student Handbook for a full set of Erie Day School Academic Standards. Please see the Acknowledgement Form to follow the Parent-Student Handbook to indicate parent/guardian involvement and understanding.

## **HEALTH & SAFETY PROTOCOLS**

We expect the Erie Day School Community to abide by the following preventative measures:

### **TRAVEL GUIDANCE**

All EDS families are strongly encouraged to avoid travel to high-risk areas in the 14 days prior to the start of School. If your family travels to an area where there are high amounts of COVID-19 cases, including the states listed in the Travel section of the Pennsylvania COVID-19 website or the Travel Guidance on the Johns Hopkins website, please notify the School Nurse, submit a Travel Disclosure (see Appendix A) and self-quarantine at home for 14 days, utilizing Option 2 for Remote Instruction of the 2020-2021 Academic Options (see p. 7).

We are also asking families to limit exposure and interactions with those outside of their “close circle” for 14 days prior to the start of School.

### **PUBLIC HEALTH GUIDANCE**

Adhere to all orders and guidance of all applicable government health organizations, including the CDC, PA Department of Health and Erie County Health Department. This includes practicing physical distancing and wearing face coverings outside of school.

### **HYGIENE**

Practice and reinforce good hygiene practices at home, especially frequent handwashing.

### **DISINFECTING & CLEANING**

High frequency touch surfaces such as handrails, desktops, tabletops, doorknobs, light switches, playground equipment and classroom resources will be disinfected and cleaned regularly throughout the school day.

### **MEDICAL FORMS**

Complete all required medical forms, including emergency contacts, before your child begins classes. A link for DocuSign will be sent via email and will be available/ posted on School Speak.

### **DAILY HEALTH SCREENINGS**

Complete the EDS Home Health Guidelines (see Appendix B) for each child at home each morning. If your child fails the temperature check upon arrival at School, take them home.

### **STAY HOME IF SICK**

If your child feels sick, or if they answer yes to any of the questions on the daily EDS Health Guidelines, keep s/he home from school.

### **FACE MASK**

Send your child to school wearing a clean fabric face mask every day and teach s/he how to properly wear and remove the mask. Wash fabric masks regularly.

### **PICK UP SICK CHILDREN**

If your child becomes sick or symptomatic at school, please pick s/he up within a half-hour of notification.

### **COVID-19 CASE/EXPOSURE NOTIFICATION**

If your child or someone in your household tests positive for COVID-19 or has been exposed to COVID-19, notify the School Office immediately and follow all protocols for isolation/quarantine and returning to School.

### **PARENT & VISITOR RESTRICTIONS**

Visitors will be restricted to those with essential tasks that cannot be completed remotely. All visitors must have an appointment with a Faculty or Staff member; no walk-ins can be accommodated. The School Office is equipped with a plexiglass divider and visitors must undergo a health screening upon arrival, in addition to the usual safety protocols. Visitors must wear a face covering at all times while on campus.

Parents and family members will not be able to volunteer on campus, walk into the building to drop off or pick up Students, or visit Students during the school day. All parent meetings and parent-teacher conferences will be held virtually via Zoom.

## COVID-19 CASE PROTOCOLS

While the Health and Safety Protocols will minimize the risk of exposure to COVID-19 on our campus, we anticipate cases of COVID-19 in our School community. In preparation for this reality, we have developed the following protocols for monitoring, testing, contact tracing and communication:

### **MONITORING & TESTING**

Students, Faculty and Staff who fail the daily Health Screening, exhibit symptoms of COVID-19 or have known exposure to COVID-19 will be sent home and instructed to follow up with their physician for further testing and assessment. If testing for COVID-19 is recommended, the Student, Faculty or Staff member should stay at home until receiving two negative test results or completing a 14-day quarantine.

Students waiting to be picked up from School will be moved to an isolation space. Exposure to COVID-19 outside of School must be reported to the School Office and Nurse.

### **RESPONDING TO POSITIVE CASES**

A positive COVID-19 test must be reported immediately to the School Office and Nurse, who must notify the Erie County Health Department (ECHD). EDS will follow ECHD directives for the disinfection and/or closing of any classrooms or facilities used by the individual and begin contact tracing (see below). Students, Faculty and Staff who test positive may not return to school until 72 hours after symptoms resolve AND at least 10 days after symptoms first appeared.

### **CONTACT TRACING**

Our School Faculty and Staff will work with the ECHD to identify any EDS community members who were in close contact with an infected person. According to CDC guidelines, “close contact” with an infected person is defined as: being within 6 feet for at least 15 minutes; having direct physical contact; sharing eating/ drinking utensils; or getting sneezed/coughed on.

EDS will directly inform those exposed, providing instructions for quarantine and testing. Keep in mind, Students will have assigned seating throughout the day.

## COMMUNICATION

Only those community members who were in close contact with the infected individual will be informed, NOT the entire school or campus community. Due to HIPAA health privacy laws, the names of those who test positive or are exposed to COVID-19 must be kept confidential. Should EDS or the ECHD determine that our campus needs to dismiss early or close temporarily due to COVID-19 cases, families will be notified via our School Speak emergency text notification system, and Option 2 of Remote Learning will go into effect. We expect that any infected and exposed individuals will be treated with respect, kindness and dignity.

To avoid speculation and rumor, EDS will only act on positive cases when an individual or family contacts the school directly. We will not entertain or investigate rumors, anonymous tips or secondhand information, so please do not share “what you’ve heard” with the School or other community members.

## EARLY CHILDHOOD PROCEDURES

### ENTRY

- Parents will be responsible in taking children’s morning temperatures at home and refrain from bringing children to school with fever, cough, shortness of breath, etc. (See Home Health Guidelines.) Upon arrival to school, children and parents, wearing face coverings, will approach the Griffith Lobby between 8:00am and 8:15am. If a child arrives between 7:15am and 8:00am, he/she will join the morning extended daycare in the dining room.
- Physical distancing indicators will be marked by numbers painted on the exterior patio blocks. Parents and children will wait for a temperature reading with an infrared thermometer.
- Any child with a temperature reading above 100.4 degrees will be sent to the School Office (from the exterior of the school) for a secondary reading. If the high temperature persists, the child will be sent home for a 72 hour wait period.
- Online learning experiences can/will occur with a new platform to be shared during the August Back-to-School Meetings.
- The Toddler, PS and PK phase-in to school will occur as follows: Tuesday, September 8 – 8:00am through 10:00am (as needed with toddlers) Wednesday, September 9 – 8:00am through

11:30am (as needed with toddlers) Thursday, September 10 – 8:00am through the half or full-day, as enrolled

- Following the phase-in, only Toddler and PS parents may enter the School (as needed).

### **IN THE CLASSROOM**

- Cleaning and disinfecting will occur regularly with an electrostatic mist sprayer and surface cleaning.
- Children will engage in Early Childhood educational and social opportunities throughout the day. Physical distancing will occur with snacks, lunch and rest time. PK classrooms will have desks for independent learning options.
- Visitors will be kept to a minimum, if at all.
- Classroom instruction and routines will address hand washing, sanitizing, sneeze and cough covering and caring for self/others.
- Masks will be worn throughout the school day, PK – Grade 8.
- Parents will be notified if a classmate has been sent home ill from school; a classroom visitation occurred; and/or a child has been reported with a positive COVID-19 in the classroom or school.
- If a child is diagnosed with COVID-19, the entire class and teacher(s) will quarantine for 14 days. Online learning will occur. Classrooms affected will be deep cleaned/disinfected, per ECHD regulations.
- Regular cleaning of the children's sleep mats/blankets will occur at school.
- Air flow and circulation will be monitored through open classroom doors and windows (as appropriate); proper maintenance of the HVAC units and increased outdoor learning/play.

### **OUTSIDE THE CLASSROOM**

- High touch surfaces will regularly cleaned/disinfected. Outdoor play equipment will have scheduled cleanings, daily.
- Intentional planning for increased outdoor activity is encouraged throughout the campus. Each grade level will have an assigned playground time.
- Children will wash hands before and after outdoor play/exploration/learning.
- Masks will be worn throughout the school day, PK – Grade 8.

- Your child is welcome to participate in online learning with Erie Day School, rather than face-to-face instruction as needed. Please notify the office if/when within three weeks of your child's return.

## **EXIT**

- Parents will wear masks and practice physical distancing as they approach the Griffith Lobby entrance for pick up (patio block spacing).
- Children will be dismissed from the Lobby door by the classroom teacher to parents. Parents approach as each child is called/presented, beginning at 3:00pm.
- Children staying after school for extended daycare will be led into one of two classrooms in the Spencer Building hosting the after-school sessions. Participation in extended day is on a first-come, first-served basis with 16 Toddler, PS and PK seats among two classrooms. Emails to kyohn@eriedayschool.com will secure your child's reservation in extended daycare by Friday afternoon of the previous week. Long-term reservations cannot be secured.

## **LOWER SCHOOL PROCEDURES**

### **ENTRY**

- Parents will be responsible in taking children's morning temperatures at home and refrain from bringing children to school with fever, cough, shortness of breath, etc. (See Home Health Guidelines.)
- Students riding to school in a car or bus will be dropped off on the north side of the school, near the playground, beginning at 7:15am for extended daycare in the dining room. If there are more than 24 students in the dining room before 8:15am, the overflow of students will be led to and supervised in the Taft Library.
- Students riding to school on a bike or walking will enter at the east and north entrances in the connector/breezeway/corridor between the Grades 2 and 3 classrooms, if prior to 8:15am.
- Students that are not coming to school early for extended care, should plan on arriving between 8:15am and 8:30am at the north side of the school, near the playground.
- Students that have Early Childhood siblings are welcome to enter at the east entrance in the connector/breezeway/corridor between the Grades 2 and 3 classrooms.

- Physical distancing indicators will be marked by numbers painted on the exterior patio blocks.
- Temperatures will be taken with an infrared thermometer at the doors, prior to school entry.
- Any child with a temperature reading above 100.4 degrees will be sent to the School Office (from the exterior of the school) for a second reading. If the high temperature persists, the child will be sent home for a 72 hour wait period.
- Online learning experiences can/will occur with a new platform to be shared during the August Back-to-School Meetings.

## **IN THE CLASSROOM**

- Cleaning and disinfecting will occur regularly with an electrostatic mist sprayer and surface cleaning.
- Children will engage in educational and social opportunities throughout the day.
- Each grade level will be divided into two groups (per consult between the teachers of the prior and upcoming year).
- Physical distancing will occur with classroom groupings, assigned seating and scheduled classroom transitions. (Every child will have her/his own desk.)
- Visitors will be kept to a minimum, if at all.
- Classroom instruction and routines will address hand washing, sanitizing, sneeze and cough covering and caring for self/others.
- Masks will be worn throughout the school day, PK – Grade 8.
- Snacks will be eaten in the classrooms among the small group of children.
- Parents will be notified if a classmate has been sent home ill from school; a classroom visitation occurred; and/or a child has been reported with a positive COVID-19 in the classroom or school.
- If a child is diagnosed with COVID-19, the entire class and teacher will quarantine for 14 days. Online learning will occur. Classrooms affected will be deep cleaned/disinfected.
- Air flow and circulation will be monitored/upheld through open classroom doors and windows (as appropriate); proper maintenance of the HVAC units and increased outdoor educational opportunities.



## **OUTSIDE THE CLASSROOM**

- High touch surfaces will regularly be cleaned/disinfected. Outdoor play equipment will have scheduled cleanings, daily.
- Lunch will be eaten in the dining room separately, among each grade level (i.e. Grade 3 Students will eat with all of grade 3 at the ends of 6' tables).
- Intentional planning for increased outdoor activity is encouraged throughout the campus. Each grade level will have an assigned playground time.
- Children will wash hands before and after outdoor play/exploration/learning.
- Masks will be worn throughout the school day, PK – Grade 8.
- Your child is welcome to participate in online learning with Erie Day School, rather than face-to-face instruction as needed. Please notify the office if/when within three weeks of your child's return.

## **EXIT**

- Parents will pick up Lower School Students from the car lanes at the north side of the school beginning at 3:20pm. Children will be dismissed by the classroom teacher to the appropriate car.
- Children attending extended daycare will be dismissed/supervised to the dining room. Only Students with reserved extended daycare seating can participate. Participation in extended day is on a first-come, first-served basis with 24 K – Grade 8 seats. Emails to [kyohn@eriedayschool.com](mailto:kyohn@eriedayschool.com) will secure your child's reservation in extended daycare by Friday afternoon of the previous week. Long-term reservations cannot be secured.
- Walkers and bike riders will be dismissed at 3:20pm.
- Bus riders will be called and will practice physical distancing in the hallway between Grade 1 and the Middle School lockers, supervised. As buses arrive, children will be escorted to the appropriate bus. (Parents are encouraged to notify the bus garage of your child's school district if you plan to have your child[ren] ride the bus to and/or from school. We will publish the school districts' bus safety measures as they are announced.)
- Parents with children in Early Childhood, Lower and Middle School or a combination of the two should plan to park on the east side/front of the school. Your Early Childhood child(ren) will be presented to you at the Griffith Lobby. Your Lower and/or Middle School child(ren) will approach you from the front of the school, under supervision, along the sidewalk. Siblings will have an announced dismissal.

## MIDDLE SCHOOL PROCEDURES

### ENTRY

- Parents will be responsible in taking children's morning temperatures at home and refrain from bringing children to school with fever, cough, shortness of breath, etc. (See Home Health Care Guidelines published on School Speak.)
- Students riding to school in a car or bus will be dropped off on the north side of the school, near the playground, beginning at 7:15am for extended daycare in the dining room. If there are more than 24 Students in the dining room before 8:15am, the overflow of Students will be led to and supervised in the Taft Library.
- Students riding to school on a bike or walking will enter at the east and north entrances in the connector/breezeway/corridor between the Grades 2 and 3 classrooms, if prior to 8:20am.
- Students that have Early Childhood/Lower School siblings are welcome to enter at the east entrance in the connector/breezeway/corridor between the Grades 2 and 3 classrooms.
- Students that are not coming to school early for extended care, should plan on arriving between 8:20am and 8:30am at the north side of the school, near the playground.
- Physical distancing indicators will be marked by numbers painted on the exterior patio blocks.
- Temperatures will be taken with an infrared thermometer outside, near the playground, prior to school entry.
- Any child with a temperature reading above 100.4 degrees will be sent to the School Office (from the exterior of the school) for a second reading. If the high temperature persists, the child will be sent home for a 72 hour wait period.
- Middle School Students will enter the school through the stairwell door, near the playground.
- Online learning experiences can/will occur with a new platform to be shared during the August Back-to-School Meetings.

### IN THE CLASSROOM

- Cleaning and disinfecting will occur regularly with an electrostatic mist sprayer and surface cleaning.
- Children will engage in educational and social opportunities throughout the day.
- Each grade level will be divided into two - three groups (per consult between the teachers).
- Physical distancing will occur with classroom groupings, assigned seating and scheduled classroom transitions.
- Middle School Students are encouraged to keep belongings and classroom supplies in a backpack to be carried throughout the school day to minimize locker usage.
- Visitors will be kept to a minimum, if at all.
- Classroom instruction and routines will address hand washing/sanitizing frequency. • Masks will be worn throughout the school day, PK – Grade 8.
- Snacks will be eaten in the classrooms among the small group of Students.
- Parents will be notified if a classmate has been sent home ill from school; a classroom visitation occurred; and/or a child has been reported with a positive COVID-19 in the classroom or school.
- If a child is diagnosed with COVID-19, the entire class and teacher(s) affected will quarantine for 14 days. Online learning will occur. Classrooms affected will be deep cleaned/disinfected.
- Air flow and circulation will be monitored/upheld through open classroom doors and windows (as appropriate); proper maintenance of the HVAC units and increased outdoor educational opportunities.

## **OUTSIDE THE CLASSROOM**

- High touch surfaces will regularly cleaned/disinfected. Outdoor play equipment will have scheduled cleanings, daily.
- Lunch will be eaten in assigned classrooms.
- Intentional planning for increased outdoor activity is encouraged throughout the campus. Middle School will have an assigned recess time.
- Children will wash hands before and after recess.
- Masks will be worn throughout the school day, PK – Grade 8. • Your child is welcome to participate in online learning with Erie Day School, rather than face-to-face instruction as needed. Please notify the office if/when within three weeks of your child’s return.

## **EXIT**

- Parents will pick up Middle School Students from the car lanes at the north side of the school beginning at 3:25pm. Keep in mind, Middle School Students will be the last set of Students called for dismissal.
- Children attending extended daycare will be dismissed/supervised to the dining room. Only Students with reserved extended daycare seating can participate. Participation in extended day is on a first-come, first-served basis with twenty-four K – Grade 8 seats. Emails to kyohn@eriedayschool.com will secure your child’s reservation in extended daycare by Friday afternoon of the previous week. Long-term reservations cannot be secured.
- Walkers and bike riders will be dismissed at 3:20pm.
- Bus riders will be called and will practice physical distancing in the hallway between Grade 1 and the Middle School lockers, supervised. As buses arrive, children will be escorted to the appropriate bus. (Parents are encouraged to notify the bus garage of your child’s school district if you plan to have your child[ren] ride the bus to and/or from school. We will publish the school districts’ bus safety measures as they are announced.)
- Parents with children in Early Childhood, Lower and Middle School or a combination of the two should plan to park on the east side/front of the school. Your Early Childhood child(ren) will be presented to you at the Griffith Lobby. Your Lower and/or Middle School child(ren) will approach you from the front of the school, under supervision, along the sidewalk. Siblings will have an announced dismissal.

## **TECHNOLOGY**

In the classroom, Students will be provided with iPads, laptops and desktop computer usage as needed. Every attempt will be made at School to provide your child with acclimation and familiarity with devices and online platforms for learning should the learning transition from the classroom to remote education.

### **ONLINE LEARNING PLATFORMS**

**SeeSaw** will be utilized for Toddler – Grade 4 Students to support instruction. Seesaw allows younger Students to use creative tools to take pictures, draw, annotate, record videos and interact with curricular content. Parents will receive details on SeeSaw with the August Back-to-School Night.

**Zoom** video conferencing will be used for the annual Parent-Teacher Conferences, Parent meetings with Faculty members and among classes utilizing synchronous (live) instruction. When in-person classes are being held, Zoom's integration with the web cameras installed in the classroom will enable Students at home to participate in classes virtually alongside their peers. Should the entire school move to distance learning, Zoom OR **Microsoft Teams** (Middle School only) will be used for all synchronous classes.

**Microsoft Teams** will be the online tool for learning among Middle School Students. The use of Teams will ensure all instructional assignments, resources, grades and communication occur in a single digital platform. Parents and Students will receive more details on Teams with the August Back-to-School Night (see Appendix C).

**School Speak** will remain the main portal for communications with Parents from Faculty and Administration. Student grades, report cards, progress reports, all-school announcements, reminders, dates to remember will be posted via School Speak.

Keep in mind, Students will receive training in all platforms for learning.

## **ATHLETICS: SAFE-TO-PLAY PLAN (Tentative)**

The following plan outlines the preliminary policy, protocol, and guidelines for a return to athletic participation at Erie Day School. As more public health information is available, administration will work with our Students and coaches to release further guidance which could impact our athletic seasons.

Erie Day School will take the necessary precautions and recommendations from the federal, state, and local governments, CDC, PA Department of Health, as well as the NFHS and PIAA in updating this Plan. The knowledge regarding COVID-19 is constantly changing as new information and treatments become available. Thus, these recommendations will be adjusted as needed as new information becomes available in order to decrease the risk of exposure for our Students, Faculty and Staff and, eventually, Spectators.

## PIAA CLASSIFICATIONS OF SPORTS

**High Risk:** Sports that involve close, sustained contact between participants, lack of significant protective barriers, and high probability that respiratory particles will be transmitted between participants. Examples: football, wrestling, and cheerleading (stunts).

**Moderate Risk:** Sports that involve close, sustained contact, but with protective equipment in place that may reduce the likelihood of respiratory particle transmission between participants OR intermittent close contact OR group sports that use equipment that can't be cleaned between participants. Examples: basketball, volleyball, baseball, softball, soccer, hockey, tennis, water polo, pole vault, high jump, and long jump, 7 on 7 football.

**Low Risk:** Sports that can be done with social distancing or individually with no sharing of equipment or the ability to clean the equipment between uses by competitors. Examples: running events, cross country, throwing events, swimming, golf, weightlifting, and sideline cheer.

\*\* High/Moderate Risk Sports may move to a Low risk category with non-contact modifications. Team activities should be limited to individual skill development drills that maintain social distancing.

## PENNSYLVANIA GROUP SIZE LIMITATIONS

Any sports-related activities in Yellow or Green Phased counties must adhere to the gathering limitations set forth by the Governor's Plan for Phased Reopening (25 in yellow, 250 in green) and the facility as a whole may not exceed 50% of total occupancy otherwise permitted by law. During the Yellow and Green phases of reopening, sports-related activities at the PK-12 level are limited to student athletes, coaches, officials, and staff only. The addition of visitors and spectators will be contingent upon future health conditions within the state and local communities.

## ERIE DAY SCHOOL ATHLETIC PARTICIPATION GUIDELINES

**Red Phase:** There will be **NO** Team Activities

**Yellow or Green Phases:** Team Activities will be limited to practices/scrimmages

Participation of EDS sports teams in events and/or games involving other schools will be determined on a case-by-case, day-by-day basis. As of the date of this publication, August 2, 2020 there are no events/games scheduled with teams from other schools during Fall 2020.

### **Pre-workout Screening prior to practices/scrimmages for all sports:**

- All Coaches and Students will be screened for signs/symptoms of COVID-19 prior to a workout. The screenings could range from a verbal/written questionnaire to a temperature check or both.

- Responses to screening questions for each person should be recorded and stored so that there is a record of everyone present in case a student or coach develops COVID-19.
- Any person with positive symptoms reported will not be allowed to take part in workouts and should contact his or her primary care provider or other appropriate health-care professional. A clearance may be required to return to play.

#### **Limitations on Gatherings:**

- No gathering of more than 25 individuals per group including Coaches per practice area
- Controlled non-contact practices only, modified game rules
- Physical distancing should be applied during practices and in locker rooms and gathering areas

#### **Facilities Cleaning:**

- Adequate cleaning schedules should be created and implemented for all athletic facilities to mitigate any communicable disease
- Athletic facilities should be cleaned prior to arrival and post workouts and team gatherings; high touch areas should be cleaned more often
- Exercise equipment should be wiped down after an individual's use

#### **Other Guidelines:**

- Appropriate clothing/shoes should always be worn in the weight room to minimize sweat from transmitting onto equipment surfaces
- Students should refrain from sharing clothing/towels and should be washed after each practice, including practice jerseys
  - Athletic equipment that may be used by multiple individuals (balls, shields, tackling dummies, shot put, discus, pole vault, etc.) should be cleaned intermittently during practice and events as deemed necessary (or Students using them will need to wear gloves)
- Hand sanitizer should be used periodically as resources allow
- Students MUST bring their own water bottle - bottles must NOT be shared
- Hydration stations can only be utilized to fill up your own water bottle

#### **Erie Day School Sport Specific Guidelines:**

**Cross Country:**

- Coaches and athletes should practice social distancing and maintain a safe distance at all times possible

**Tennis:**

- Coaches and athletes should practice social distancing and maintain a safe distance at all times possible
- There is to be no sharing of racquets at anytime
- Athletes should try to pick up tennis balls using their racquet and feet and refrain from picking up balls with their hands when possible

**Soccer:**

- Coaches and athletes should practice social distancing and maintain a safe distance at all times possible
- Athletes should only use their feet to pass and kick the ball --- they should never use their hands
- Goalies are the only ones allowed to pick up the ball with their hands as long as they are wearing gloves (gloves should be sanitized prior to and after practice)
- There is to be no heading at any time

**Basketball:**

- Coaches and athletes should practice physical distancing and maintain a safe distance at all times possible
- As much as possible practice should be limited to individual work where a student can use one and only one ball that will be theirs the entire time
- When passing or sharing a ball is required the balls should be rotated out as much as possible to be occasionally sanitized

**ERIE DAY SCHOOL FACILITIES USE PROTOCOLS & PROCEDURES**

Erie Day School Staff and Coaches will review and consider the CDC and ECDH guidance on consideration for youth sports and work with the appropriate stakeholders to modify practices and games to mitigate the risk of spreading the virus. This includes focusing on individual skill building versus competition and limiting contact in close contact sports in conjunction with PIAA Guidelines.

All Students participating and their parent(s)/guardian(s) will be required to sign a "Participation Waiver for Communicable Diseases Including COVID-19" form. That form will need to be completed and on file before they are able to participate in any practices/events.

The primary point of contact for all questions related to COVID-19 is Dr. Karen Tyler, Head of Erie Day School. Should a student or coach receive a positive test for COVID-19 who has been



within our facilities, or has a confirmed member of their household with COVID-19, we will immediately consider shutdown of that facility or affected areas for 24 hours to enable a deep clean to occur to prevent the spread of the virus. We will disinfect the facility in accordance with CDC and ECDH guidelines.

Individuals with confirmed cases of COVID-19 will not be permitted back to play / coach until at least 72 hours have passed since last fever (without the use of fever-reducing medications), symptoms have improved, 14 days have passed since symptoms first appeared. **There must be written medical clearance provided from their physician or appropriate healthcare professional.** (See COVID-19 Case Protocols, p. 12.)

All individuals who came in close contact with the infected individual (less than six feet for about 15 minutes) at either an athletic event or in their personal lives, will be excused from practices/events and asked to quarantine for 14 days while self-monitoring for symptoms.

Student athletes or coaches who have symptoms of acute respiratory illness are recommended **to stay home** and not come to practice/events until they are free of fever (100.4° F [37.8° C] or greater), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants). The following symptoms may appear 2-14 days after exposure.

- Fever (If you do not have thermometer, we may be able to take your temp.)
- Cough (dry cough, no runny nose)
- Shortness of breath
- Sore throat (possibly one of the first symptoms)
- Pneumonia (with high fever, difficulty breathing)
- Heavy nasal congestion (drowning feeling)

Educational materials will be made available to all Students and Coaches will review with all of their student-athletes' symptoms of COVID-19, when to stay home from practice/events, and proper handwashing/sanitizing.

All Coaches, Staff, and other adult personnel are at all times required to wear masks, unless they have a medical or mental condition or disability, documented in accordance with the Americans with Disabilities Act, that precludes the wearing of a face covering. If a coach, staff member or adult personnel is affected in this way, they must confer with the principal before starting any coaching duties.

- Coaches and athletes must maintain appropriate social distancing at all times possible, During down time, athletes and coaches should not congregate.

- Coaches and athletic staff must screen and monitor athletes for symptoms prior to and during practices/events. If individuals participating in sporting activities show symptoms, have a temperature of 100.4 degrees or higher, or are sick, they must be sent home. Coaches/Staff will ask Students a series of questions and take their temperature at the beginning of each practice, recording results in a log.
- All athletes, coaches, and staff must bring their own water and drinks to team activities.
- Activities that increase the risk of exposure to saliva must not be allowed including chewing gum, spitting, licking fingers, and eating sunflower seeds.
- Avoid shaking hands, fist bumps, or high fives before, during or after games and practices. Limit unnecessary physical contact with teammates, other athletes, coaches, officials, and spectators.
- Whenever possible, equipment and other personal items should be separated and not shared. If equipment must be shared, all equipment should be properly disinfected between users.

## **REMINDERS FOR ALL PARTICIPANTS**

- You must have a participation waiver signed by both parents/guardians and yourself
- You must practice physical distancing at all times possible
- You must go through a health screening upon arrival to site check-in
- You must bring your own water bottle with your name on it
- You must wear a mask anytime you are not actively engaged in your sport

## **POSITIVE CASES AND COACHES, STAFF, OR ATHLETES SHOWING COVID-19 SYMPTOMS**

### **What to do if you are sick?**

- If you are sick with COVID-19 or think you are infected with the virus, **STAY AT HOME**. It is essential that you take steps to help prevent the disease from spreading to people in your home or community. If you think you have been exposed to COVID-19 and develop a fever and symptoms, call your healthcare provider for medical advice.
- Notify the School Office and your Coach immediately.
- It will be determined if others who may have been exposed (Students, Coaches, Staff) need to be notified, isolated, and /or monitored for symptoms.
- If a positive case of COVID-19 is diagnosed, contact tracing will be implemented with the assistance of local health professionals and the ECDH.

### **What to do if a student or staff become ill with COVID-19 symptoms during practice, event, or during transportation to or from an event?**

- The ill individual will be isolated / distanced from others, until the student or staff member can leave the school or event
- If a student comes down with a temperature and/or begins to show symptoms of being sick, the parent/guardian will be contacted immediately, and arrangements will be made for the student to be picked up
- Ill individual will be asked to contact their physician or appropriate healthcare professional for direction

**Return of student or staff to athletics following a COVID-19 positive diagnosis?**

- Student or Staff must have written medical clearance from their physician or appropriate healthcare professional, determined to be non-contagious, fever free (without fever-reducing medicine), improvement in respiratory symptoms (cough, shortness of breath), no vomiting or diarrhea and fit to return to athletic activity. (Refer to COVID-19 Protocols on pp. 12-13.)

## BUS TRANSPORTATION

Parents/Guardians that would like to have children transported to School, K-8 by public school busses should contact the Transportation Office of the local public school to learn policies and procedures. Millcreek Township Students are able to receive transportation to and from School through First Student Transportation. For parents/guardians with a child(ren) within Millcreek Township that do not attend a public school, a Non-Public Transportation Form must be completed and submitted to the Millcreek Township School District , Attn: Transportation Office, 3740 West 26th Street, Erie, Pennsylvania 16506, or email to [transportation@mtsd.org](mailto:transportation@mtsd.org). **A new form must be filled out annually. If the form is not received by July 27, 2020, delays in routing will occur. Please find the link to the document below.**

<https://www.mtsd.org/assets/documents/2020-2021-Parochial-Private-School-Welcome-Letter.pdf>

APPENDIX A  
**TRAVEL DISCLOSURE**

Below, please indicate information pertaining to any/all personal or professional travel outside the perimeters of Erie County and submit to the School Office. *Please note this information will be confidential.*

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Dates of Travel:    Departure \_\_\_\_\_                      Return \_\_\_\_\_

Travel Locations \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include your signature indicating your response to the following questions:

To the best of my knowledge, I have not been exposed to anyone showing/indicating symptoms of illness.

\_\_\_\_\_

I believe that I have been exposed to at least one individual showing/indicating symptoms of illness and believe that I should self-quarantine for a period of 14 days.

---

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B



**Erie Day School**

*Learning today, leading tomorrow.*

### HEALTH AND SAFETY CHECKLIST FOR PARENTS/FAMILIES

The information contained in this document is provided by the Center for Disease Control and Prevention (2020) to assist parents and families in preparing for COVID-19 related issues.

#### *PLAN AND PREPARE*

- Get up-to-date information about local COVID-19 activity from public health officials.
- Create a household plan of action.
- Consider members of the household that may be at greater risk such as older adults and people with severe chronic illnesses.
- Ask your neighbors/friends what their plan includes.
- Create a list of local organizations you and your household can contact in case you need access to information, healthcare services, support, and resources.
- Create an emergency contact list including family, friends, neighbors, carpool drivers, healthcare providers, teachers, employers, the local public health department, and other community resources.
- Choose a room in your house that can be used to separate sick household members from others.
- Take everyday preventive actions:

Wash your hands frequently;

Avoid touching your eyes, nose, and mouth;

Stay home when you are sick;

Cover your cough or sneeze with a tissue, then throw the tissue in the trash;

Clean and disinfect frequently touched objects and surfaces; and

Be prepared if EDS is temporarily dismissed or for potential changes at your workplace.

#### *TAKE ACTION*

- In case of an outbreak in your community, protect yourself and others:
  - Stay home and speak to your healthcare provider if you develop fever (over 99.5), cough, or shortness of breath.
- If you develop emergency warning signs for COVID-19 get medical attention immediately.
- Emergency warning signs:
  - Difficulty breathing or shortness of breath;
  - Persistent pain or pressure in the chest;
  - Fever;
  - Chills;
  - Loss of smell/taste;
  - Coughing;
  - New confusion or inability to arouse; and
  - Bluish lips or face.

\*This list is not all inclusive. Please consult your medical provider for any other symptom that is severe or concerning.

- Communicate any severe illnesses/health related risks with your child or immediate family with EDS.
- Share any medical action plan that may be prepared for your child.
- Keep away from others who are sick.

- Limit close contact with others as much as possible (6 feet or farther).

*PUT YOUR HOUSEHOLD PLAN INTO ACTION*

- Continue to practice everyday preventive actions.
- If someone in the household is sick, separate them into the prepared room.
- If caring for a household member, follow recommended precautions and monitor your own health.
- Keep surfaces disinfected.
- Avoid sharing personal items.
- If you become sick, stay in contact with others by phone or email.
- Stay informed about the local outbreak situation.
- Take care of the emotional health of your household members, including yourself.
- Take additional precautions for those at highest risk, particularly older adults and those who have severe underlying health conditions.
- Consider staying at home and away from crowds if you or a family member are an older adult or have underlying health issues.
- Make sure you have access to several weeks of medications and supplies in case you need to stay home.
- When you go out in public, keep away from others who are sick and limit close contact with others.
- Practice good hand hygiene.