



# Re-Opening Plan

**2020-2021 Academic Year**

*Updated: September 30, 2020*



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# Visioning the Year Ahead

Greene Street Friends School has been actively and strategically working together in our responses to COVID-19, including the formulation and work of the Closing and Re-Opening Committee.

This Re-Entry Plan was designed with our mission in mind and is shaped by our re-opening guiding principles, as well as federal, state and local level guidance. A full list of our sources has been identified within this plan. The plan's upmost priority is to protect the health and safety of the entire Greene Street Friends School community -- students, families, faculty, and staff. To craft and implement this plan we look to many of our core values including integrity, community, equality, stewardship and the partnership of our entire community as this requires the commitment of all of us together.

A team of faculty and staff across departments and functions from within the Greene Street Friends community was convened to develop this plan. The Re-Opening Committee meets twice weekly to review current guidance, best practices, feedback solicited from community members, and develop appropriate protocols. The review process has also included additional input from medical professionals including epidemiologists, pediatricians, and trauma physicians.

As we continue our work together to navigate the COVID-19 pandemic, we thank you for your partnership and continued patience in the face of uncertainty. We appreciate the trust you have shown in Greene Street Friends School since the launch of Virtual GSFS in March of 2020. **We invite you to reach out if you have questions, concerns or suggestions about this Health & Safety Plan.** Please send your thoughts to Committee Co-Clerks Mary Mehala ([mmehala@greenestreetfriends.org](mailto:mmehala@greenestreetfriends.org)) or Ryan Kimmet ([rkimmet@greenestreetfriends.org](mailto:rkimmet@greenestreetfriends.org)).

You have our continued commitment to strive to serve you and your children in extraordinary ways in the year ahead.

With Appreciation,  
Dr. Edward Marshall  
Head of School

# Guiding Principles

In collaboration with the Board of Trustees, the administration and the Re-Entry Committee, Greene Street Friends School has developed and affirmed the following guiding principles for our re-opening activities. These principles are founded in our mission and the feedback from our community. We recognize the value and importance of in-person education. While GSFS has been able to develop a strong online learning environment for children during the coronavirus pandemic, we maintain a strong commitment to in-person education. Our goal is to return to in-person learning as soon as it is safely possible.

- We recognize that children learn best in-person with direct access to teachers, mentors, and other students. This is especially important for a Quaker school where learning is a deeply relational undertaking that takes place through play, social connections, and building community.
- We value in-person school to build community, learning, play, and social opportunities that are vital to the development of children.
- We also value in-person instruction because it provides students with a consistent and uniform learning environment for all.
- We acknowledge that families depend on school to provide a safe environment for kids during the workday.

Guided with these beliefs, we have established the following Re-Opening Guiding Principles

## Guiding Principles for Reopening

- 1. The health and safety of all students, caregivers, faculty, and staff continues to be our highest priority.** GSFS will:
  - Follow all regulations and directives from state and local government.
  - Continue to learn about how the virus is spread and what the transmission rates and risks associated with different segments of our school community are.
  - Recognize the diversity of demographics and family structures that exist in our community.
  - Monitor the disparate and inequitable impact of the virus on different communities, particularly Black and Brown families; and prioritize health and safety of all.
  - Ensure that faculty and staff are provided with adequate support to perform their jobs safely; and
  - Develop and revise all safety plans and educational programs with our mission in mind.
- 2. We rely on facts, data, science, and the advice of medical professionals in making decisions.**
  - We follow advice and guidance from public health officials, particularly the PA Dept of Education and PA Dept of Health, and the Philadelphia Dept of Health.
  - We seek out expertise within our community.
- 3. Uphold the school's mission, especially its commitment to equity and integrity.**

## Feedback

Greene Street Friends School is committed to continually listening to the community and acknowledging and incorporating feedback. If you have an idea, questions, or any other considerations we welcome your feedback as we work through this new world together. Please reach out to any member of the Re-Entry Committee to share any and all ideas you may have.

## Home and School Partnership

This is an unprecedented time in the history of Greene Street Friends School and the past few months have shown the importance of **coming together as community**. We appreciate your partnership in the following ways this year:

- If someone in your household is sick, please keep them home.
- Reinforce messages that are shared at school around face coverings, personal hygiene, and physical distancing.
- Support children in coming to terms with today's "new normal", which may limit some of the freedoms that they have been familiar with in the past.
- Honor the restrictions that we have to put in place with regard to limiting visitors on campus and following public health guidelines, including travel advisories.
- Work together in the spirit of Greene Street Friends School by being nimble and accepting the new challenges laid before us.





# Pandemic Planning & Response Committee Members

The committee members below have been included in all parts of the planning process and represent a cross section of all school departments and functions. External parties have supported this planning to provide additional outside resources and expertise. All planning has been done in alignment with government and expert published guidance.

## Committee Clerks

**Ryan Kimmert**  
*Associate Head of School*

**Mary Mehala**  
*Director of Finance and Operations*

## Committee Members

**Lindsay Barrett-Adler**  
*Development and Communications  
Associate*

**Marie Huard**  
*Art Teacher and  
Clerk of Safety School Renewal Committee*

**Narrissa Bajjo\*\*\***  
*First Grade Teacher*

**Marie Huard**  
*Art Teacher and  
Clerk of Safety School Renewal Committee*

**Valerie Bond**  
*ASP*

**Edward Marshall**  
*Head of School*

**Leanne Clancy**  
*Director of Admission and Financial Aid*

**Malia Neal**  
*Executive Director of Horizons at GSFS*

**Natalie Coney**  
*Director of Annual Giving*

**Jaimee Nelson**  
*Accounts Payable, Administrative and  
Receptionist Associate*

**Julia Copeland**  
*Librarian and Technology Coordinator*

**Kareem Rogers**  
*Dean of Lower School*

**Amy Fiske**  
*Director of After School Programs*

**Sonya Rowden**  
*Security Officer*

**Kiri Harris**  
*Dean of Middle School*

**Jennifer Sanchez**  
*Human Resources and Accounts  
Receivable Associate*

**Ily Houston**  
*Assistant to the Head of School,  
Transportation Coordinator, Registrar,  
Infirmary*

**Maani Waldor**  
*Director of Development*

\*\*\*Involved in Phase 1 planning only

## **External Partners**

### **Joffe Emergency Services**

**Chris Joffe**

*Founder & CEO*

**Sarah Mathew**

*Director of School Health Services*

### **Sofian Cleaning**

**Dominik Palaszewski**

*Owner*

### **Watchdog Real Estate Project Management**

**Natalie Malawey-Ednie, RA, MBA**

*Principal*

**Meagan Whetstone, RA**

*Project Manager*



## Re-Opening Phases

In alignment with our guiding principles, keeping every child and adult safe and healthy is our top priority. This along with the recognition of the diversity of demographics and family structures within our community and the disparate impact of the virus on these different communities, has led Greene Street Friends School to create a plan that is conservative, measured and allows the re-opening process to occur in incremental ways. This approach provides our school community the ability to practice, refine, and become fluent in new campus behaviors with the goal of in-person learning, as supported by guidance and environmental conditions.

The re-opening plan is formatted in a phased approach starting with virtual learning, and limited on campus activities, expanding to hybrid and in-person learning. Greene Street Friends School acknowledges that fluidity may be required between the phases depending on conditions.

<div> <div>Phase 1</div> <div>CURRENT</div> </div>		<div> <div>Phase 2</div> </div>	
Step 1	Step 2	Step 3	Step 4
Campus is Closed	Campus is open to limited functions	Campus is open with restrictions	Campus is open with restrictions
Virtual Learning with only essential workers on campus	Virtual Learning; Campus available to SCOL program, learning materials distribution and faculty and staff	Hybrid Learning - mix of virtual and on-campus learning. On-campus learning will be opened in a phased approach by grade.	On-campus learning - virtual learning program provided to families that opt out of on-campus learning. As determined safe and appropriate, additional on-campus activities may be introduced through a phased approach.
All Extra-curricular activities and After School Programs closed	All Extra-curricular activities and After School Programs closed	All Extra-curricular activities and After School Programs closed	All Extra-curricular activities and After School Programs will start out closed, and will be added when determined safe
Masks, Health Attestation, and Temperature Screening Required when on campus	Masks, Health Attestation, and Temperature Screening Required when on campus  Additional Sanitation Protocols in place and Health Coordinator support available	Masks, Health Attestation, and Temperature Screening Required when on campus  Additional Sanitation Protocols in place and Health Coordinator support available	Masks, Health Attestation, and Temperature Screening Required when on campus  Additional Sanitation Protocols in place and Health Coordinator support available

*Pandemic Ends – Campus completely open*

## Determining Phasing / Instructional Models

To determine the appropriate phase and corresponding instructional model(s) Greene Street Friends will reference the guidance developed by the Pennsylvania Department of Health and Education, as well as the threshold guidance published by CHOP's Policy Lab, overlaid with the GSFS re-opening guiding principles. Greene Street Friends School will monitor the metrics regularly and will provide ample advance notice for families ahead of any significant instructional model changes.

Threshold	Guidance
<i>stable or declining weekly</i> case incidence approaching 10 per 100,000 AND less than 5% test positivity	Reopen schools previously online for full in-class or hybrid instruction in compliance with state and district guidance
<i>stable or declining weekly</i> case incidence between 10-35 per 100,000 AND less than 5% test positivity	Consider incremental reopening strategy, returning special needs and/or elementary age children to the classroom
<i>stable</i> case incidence and test positivity between 5% to 9%	If already resumed in-class instruction, cautiously continue with plan, provided there is no evidence of transmission among students in the classroom, activity groups or teachers/staff; actively monitor county rates with public health department
9% or greater test positivity	Revert to online schooling only

source: CHOP Policy Lab: Evidence and Considerations for School Reopenings

Community Transmission in the County	per 100,000 Residents (Most Recent 7 Days)		Positivity (Most Recent 7 Days)	Instructional Models
Low	<10	AND	<5%	Full in-person Model  OR  Blended Learning Model
Moderate	10 to <100	OR	5% to <10%	Blended Learning Model  OR  Full Remote Learning Model
Substantial	≥100	OR	≥10%	Full Remote Learning Model

source: Department of Education website

## Phase 1 - CURRENT

Phase 1 focuses on virtual learning with limited on-campus activities as outlined below.

### Virtual Learning

- Virtual GSFS 2020 will build on the components of this Spring's Virtual GSFS that teachers and families found successful. Families can expect an improvement and expansion of the schedule of synchronous offerings, one-on-one, small group, and cooperative learning opportunities, as well as the adoption of research-based approaches to the delivery of instruction.
- All teachers have attended training this summer through Global Online Academy to learn new virtual strategies.
- Every student at GSFS will be provided with a device. For students in PreK-2nd, they will be provided with iPads, and students in grades 3+ will be provided with chrome books.
- Virtual learning programs and schedules have been developed. Teachers will reach out directly to families. Committees have formed and are working to develop a developmentally appropriate, challenging, and fun program for all our students.

### Materials Pick-Up / Drop-Off

While learning will be on-line, Greene Street Friends School recognizes the need to augment the virtual learning program with physical materials and supplies. This program also incorporates safe touchpoints between faculty and families to keep our community strong during this challenging time.

- Greene Street Friends has organized an initial materials pick-up/drop-off day on September 2, 2020, with additional regular pick-ups/drop-offs scheduled by the teacher throughout the virtual learning instructional model (at most weekly).
- All on campus pick-up will be carefully scheduled to minimize the amount of people on campus at one time. Greene Street Friends School commits to work with our families on any personal barriers that may prohibit materials distribution, as well as sibling alignment.

### Teacher & Staff Access

Many of the faculty at Greene Street Friends School have expressed an interest to teach from their classrooms to better support their delivery of virtual instruction. In order to ensure the right supports are in place, all on campus activities should take place Monday through Friday between 8AM and 7PM. In addition, the campus will be open and staff on Saturdays from 8AM – 4PM. Buildings will all be closed, and we ask you not to be on campus after 7 PM on weekdays and after 4 PM on weekends. This will allow us time to clean and/or disinfect the facility. The following additional protocols have been established to support this need:

- **All faculty and staff must sign up/notify others when they plan to be on campus.** Safety is only maintained with clear structure and order. To minimize the number of people on campus and to maintain a careful record of who is on campus and when, we are asking all faculty and staff to use the following sign-up links and protocols.
  - **Classroom sign-up for on-campus virtual teaching:** *Please note that this sign-up has been designed to cap teacher and staff occupancy at about 50% to remain conservative in our on-campus approach in alignment with our guiding*

*principles to keep our community safe. The number of available spots can be increased overtime if necessary.*

- **Unscheduled On-Campus Visit Request.** Should you require to come on campus in the future at a time outside your confirmed requested days, we ask that you send an email request to: **Mary Mehala, Jennifer Sanchez, Jaimee Nelson, Sonya Rowden** at least 48 hours in advance.
- **Sign-in through uAttend to confirm when present on campus.** We understand that you may choose to not come to campus on your confirmed requested day(s) from time to time. This system will support accurate tracking of individuals on campus should a positive case occur. Anyone who is on campus at any time should log in and log out of uAttend.
- **Campus Access and Circulation Etiquette**
  - **Go directly to the classroom, and/or teaching space.** We encourage faculty and staff to limit their footprint while on campus. Restroom facilities within the classroom or the closest facilities to the teaching space should be used. This will limit exposure for all.
  - **Pantries/Break areas will not be open for seating & congregating.** Lunches should be brought and eaten in the classroom/teaching area/workspace. Refrigerators and microwaves will be available for use. Any surfaces touched or used should be wiped down before and after each use. If the area is already occupied, please wait at a safe distance, or come back later. If you find the wipes/cleaner supply low or empty, please inform **Mary Mehala and Jaimee Nelson** so the supply may be replenished.
  - **Print and copy areas will be available for use.** Any surfaces touched or used should be wiped down before and after each use. Issue an all school email notifying the community the intention to use the copier at specified time and estimated duration. This will help avoid congestion and waiting. If wipes/cleaner supply are found to be low or empty, please inform **Mary Mehala and Jaimee Nelson** so the supply may be replenished.
  - **Use of Outdoor areas.** Faculty and staff may use outdoor spaces for teaching and/or have a socially distanced meeting minimum 6'-0" apart with colleagues in small groups while on campus during prescheduled visit times as identified above.

### **Safe Community Online Learning (SCOL)**

We understand that going virtual will affect all of our families and that teachers have been working to create programming that students can handle as independently as possible at home, as many parents are having to work from home. At the same time, we are aware that some single-family households and/or families with parents who are essential workers and don't have the option to work from home, are left with few choices. For those families we are creating 'GSFS Safe Community for Online Learning'. We are creating a safe space where their children can come on campus and be supervised while they are doing their virtual classes.

The program will start on in alignment with the start of school on September 8, 2020 and will take place Monday through Friday from 8AM to 3PM at the Armat Gym. Participating students will be in cohorts of 5 – 6 with a maximum of 6 cohorts in the space.

- **Student must be in grades K - 5<sup>th</sup> and be able:**
  - To use restroom without assistance
  - Capable of logging onto computer and accessing zoom or learning platform with little to no assistance
  - Need little to no assistance with correctly wearing mask
  - Must have agreed upon supplies (masks +1, earphones, disinfectant wipes, supplies for classroom, tech + power cords, refillable water bottle)
  - Fully abide by all community norms and expectations
  - Complete a daily health screening before arriving to campus
  - Participate in a temperature screening when entering campus. If a temperature of 100.4 or higher is recorded, the student will be sent back with their parent or caregiver or sent to the infirmary to be picked up.
- **Drop off** will begin promptly at 8AM to allow time for temperature screening process, and **pick-up** must take place no later than 3PM.
  - Students are encouraged to take their temperature before they leave the house in addition to any onsite screening.
  - If students do not meet Health & Safety entry requirements per the attestation form, they will be quarantined per the re-opening plan safety protocol.
- **Snacks, lunch, recess and bathroom breaks** will be structured by each cohort leader to control circulation and intermixing.
  - Students will bring their own lunches.
  - Eating will take place within their cohort or, weather permitting, in designated outdoor areas.
  - Bathroom use will follow Centers for Disease Control (CDC) guidance.
- **Social distancing** will be enforced at all times for the safety of students and staff
  - Desks spaced with 6'-0" between each student, with power provided at each station.

## Phase 2 -

Phase 2 focuses on in-person learning with on-campus restrictions as outlined below. We recognize that some families may want, or need, an option for their children to participate in school virtually. For these families, we will provide a mixture of synchronous and synchronous lessons with content aligned with in-person learning models, regular communication, and ways for the student(s) to connect with classmates and teachers. Students whose families elect virtual learning will be marked present.

## Hybrid Learning

As soon as safe and practicable, GSFS will provide in-person learning through a hybrid model to students. Each grade class will be split into A and B cohorts. Cohort sizes will generally range from 8 – 12 students. Cohorts will experience in-person learning on campus two days a week, and three days virtual. Teachers will reinforce social distancing and good hygiene throughout the day with on-campus learners.

## In-Person Learning

GSFS will continue to expand in-person learning from hybrid to 5 days a week as conditions permit. Expansions will take place in an iterative way in alignment with the guiding principles



and may be grade specific. Cohorts to maintain small group sizes and accommodate social distanced classroom layouts will be maintained in any 5-day week in-person learning model.

### **Modified Classroom Layouts**

All classrooms will be modified to ensure a minimum distance of six feet apart between seats, all facing the same direction in alignment with the CDC's recommendation. Classrooms will also be pared down, removing unnecessary equipment, furniture and shared supplies to provide for better social distancing. Classroom layouts and furniture will continue to be customized to the needs of the particular age group they serve. Non-traditional spaces may be used as classrooms for expanded in-person learning as needed.

### **Transitions**

Transitions will be limited to minimize risk. Students will spend most of their day in their classrooms with their cohorts and teachers. General circulation and stairway traffic and throughout the buildings will be carefully planned to limit interaction between cohorts.

- **Specials**

- **Art and Spanish** will take place in students' homerooms. Art and Spanish teachers will teach virtually and may expand to in-person as safe and practicable.
- **Music** will take place in students' homerooms. Music teachers will teach virtually and may expand to in-person as safe and practical. Because certain music activities are considered high-risk of spreading the virus, singing and woodwind instruments will not be included in the curriculum. In-person lessons will focus on music history, theory, and appreciation.
- **Science** will either take place in students' homerooms or the science classroom depending on age group. Use of the science classroom will be scheduled to allow time between classes for thorough disinfecting.
- **Physical Education** will take place outside as weather permits. In the case of poor weather, one of the school's gyms will be used, and the lesson that day will be adjusted to limit intense activities. The gym will be thoroughly disinfected before and after each use.
- **Recess** will be scheduled and zoned to limit intermixing of cohorts. Playground will be available with cleaning between use. Minimal shared equipment will be available for individual use and will be cleaned before and after each use.
- **Lunch** will take place in homeroom classrooms at students' desks, or outside as weather and schedule permits. All fundraiser lunches/food sales are cancelled through December 31, 2020.
- **Worship** will take place in students' homerooms or outside as weather and schedule permits.

### **Extra-Curricular Activities**

Extra-curricular activities will not take place in order to prevent interaction between cohorts.

### **Adjusted Drop off and Pick up**

School Bus Service will continue to be provided by the School District of Philadelphia (for students in grades 1-6) with a modified schedule 7:30 arrival at school - 2:30 pick up. Students will have to leave class early to accommodate this designated pick up.

- a. Busses will have assigned seating to accommodate social distancing.
- b. Morning car drop off line will continue on Armat Street.

- c. Students are encouraged to take their temperature before they leave the house in addition to any onsite screening.
- d. Morning care will occur in classrooms rather than on the playground.
- e. Student pick up will happen outside in designated locations.
- f. Afternoon bus lines will move to the Lower Playground, weather permitting.

### **After School Program**

GSFS understands the importance of the ASP program to the community and will reopen this program once safe and practicable.

## **Key Strategies and Campus Protocols**

### **Prevention**



### **Designated Health Coordinator**

The Health Coordinator will work with Greene Street Friends School to be a liaison between Greene Street Friends School, families, and local/state agencies to determine current mitigation levels in our area. The Health Coordinator is a Certified Emergency Medical Technician and will provide both on campus and virtual support to coordinate mitigation efforts and develop, then implement future protocols and procedures as they become necessary. On-campus presence will be closely coordinated with the re-opening phase and population on campus.

Duties include but not limited to:

- COVID-19: Prevention, Monitoring, and Management
- Student medication preparation and family coordination for medication hand-off
  - Medical Forms and Immunization Records Management
  - Handline Expired Medication
- Counseling Support: Work in conjunction with the school counselor, therapist and/or behavior coach regarding emotional, mental and social issues and proper assessment of students with physical injuries.
- On-Site Medical Care for Employees and Students

### **Health Screening & Staying Home when Appropriate**

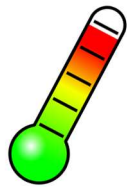
Faculty, staff and families will be required to complete a daily symptom survey/health attestation before arrival using the google form in the following link:



[https://docs.google.com/forms/d/e/1FAIpQLSfv-UaIwKTKbiRABL0SCyzQxz-Oe7WSXRMxxc\\_EfGo9GSHNqA/viewform?gxids=7757](https://docs.google.com/forms/d/e/1FAIpQLSfv-UaIwKTKbiRABL0SCyzQxz-Oe7WSXRMxxc_EfGo9GSHNqA/viewform?gxids=7757).

An attestation reminder will be sent daily to all families before arrival via the AlertNow system.

- Faculty and staff are expected to take their own temperatures as part of the screening process.
- Additionally, Greene Street Friends School will:
  - Take temperatures of all students upon arrival.
  - Monitor the health of all students while on campus.
  - Require that anyone who is sick return home.
  - Require that anyone with symptoms of COVID-19 stay home for 14 days or until a negative test result is presented.
- **Stewardship:**
  - **If you feel something, say something.** If you start to feel unwell, please notify your **supervisor, Mary Mehala, and Jennifer Sanchez**, and leave the campus immediately and continue to teach or work remotely if you can. Monitor your symptoms and stay in touch with the school to discuss next steps as required.
  - **If you see something, say something.** If you have a concern about your own or someone else's health, please reach out to any member of the Re-Entry Committee share. All concerns will be reviewed with school leadership for action and all reporting will be confidential.
  - **Follow all protocols, always.** The absence of symptoms does not mean you are less at risk for becoming positive or transmitting the virus to others. By following the protocols **always**, we can continue to do everything we can to keep each other safe.



### **COVID-19 Symptoms**

People with COVID-19 may have these symptoms which could appear 2-14 days after exposure to the virus. This list does not include all possible symptoms. CDC will continue to update this list as we learn more about COVID-19. Additionally, we need to keep in mind that many people may be asymptomatic.

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

### ***Hand Hygiene & Respiratory Etiquette***

- All students, faculty, and staff will use an alcohol-based hand sanitizer upon entering campus as well as at set times throughout the school day. In particular we will enforce hand washing and sanitation –
  - Each time you enter a building or new classroom/space
  - Before and after eating lunch or snack
  - Before and after using the restroom
  - Before and after using any shared materials or equipment
- Pump hand sanitizer and/or hand soap will be available in every entrance, classroom, and work area. When using hand sanitizer, be sure to use enough to completely cover all surfaces of your hand and fingers. When using soap and water, wet your hands, use soap and scrub for at least 20 seconds, rinse and then dry with a disposable paper towel or hand dryer.
- Proper handwashing techniques and covering of coughs and sneezes will be taught and reinforced among students and staff.
- Water fountains will not be used. Faculty, students and staff should bring individual water bottles which can be refilled at filling stations.



### ***Face Coverings***

Mask should be worn on campus at all times in accordance with the protocols listed below. The importance of masks in protection from transmitting the virus has been acknowledged by public health officials. However, it is still part of a complimentary set of protocols as outlined in this document, and therefore use of a mask should not be considered dismissive of any other protocol.

A clean and/or new mask should be worn each day – do not reuse the same mask as the day before, unless it has been laundered. It is recommended to bring more than one mask with you each day should one break or become soiled throughout the day. If you forget your mask, you may request one be provided.

- **Students**  
Students should arrive to school wearing a cloth face mask and must wear their masks at all times, including at recess. Students will only remove their face masks during mealtimes and designated mask breaks. The school will also provide face shields which may be worn in addition to a cloth mask. Face shields will be disinfected daily and/or between use by the school. Students may wear a face shield instead of a mask only if it is medically necessary.
- **Faculty & Staff**  
All Greene Street Friends School employees will wear a face mask at all times on campus. During Phase 1 virtual learning, once in a classroom, teaching or work area, faculty and

staff may remove their face covering as long as they are alone with the door shut. Greene Street Friends School will provide all employees with face masks and other PPE to be used when on campus as appropriate. Faculty and staff will have the option to also wear a face shield with their face mask.

- **Caregivers**

All caregivers must wear a mask when on campus for drop off, pick up, etc.

Masks can be reusable, or disposable should comply with the following specifications:

- Be at least 2-ply
- May not have breathing vents or valves
- Must go over the ears or be tied.
- Neck gaiters are not allowed.
- Must not be reused between laundering



**My mask will help protect you.  
Your mask will help protect me.**



### ***Cleaning & Disinfecting***

To provide a safe environment Greene Street Friends School has developed a comprehensive preventative cleaning strategy using the key approaches throughout the campus outlined as follows.

#### **Reduce Exposure**

Greene Street Friends School is taking measures to reduce the risk and increase the effectiveness of the cleaning protocols by reducing objects in classrooms, offices and common areas, removing shared materials and seating and surfaces with porous materials.

Additionally, to further reduce exposure and to reinforce social distancing, all non-essential visitors, volunteers and outside groups will be restricted and allowed by appointment only.

Specifically, Greene Street Friends School will –

- Require all essential visitors to follow the same entry and attestation protocols as all faculty, staff and students
- Reduce the number of exposed objects and materials to a minimum.
- Remove and/or store any shared objects and materials to only essential items.
- Any shared items will be disinfected before and after each use.
- Remove or discourage the use of porous seating and materials including floor mats

### **Shared Responsibility**

Though Greene Street Friends School has increased cleaning measures through increased staff and cleaning frequency, every single member of our community that uses our physical facilities can support the effort to keep our campus clean and safe.

- Disinfecting wipes / Sanitation Cleaner will be kept in all shared spaces (e.g. bathrooms, pantries, copy areas). Individuals using those spaces should wipe all surfaces clean **before AND after each use**.
- Disinfecting wipes / Sanitation Cleaner will be provided for each classroom and office. Faculty and Staff should wipe their work areas at the beginning and end of each day. As developmentally appropriate, students can also help by wiping their learning surface off at the beginning and end of each day.

### **Increased Cleaning Frequency & Disinfection**

Greene Street Friends School has enhanced its cleaning and disinfecting protocols to follow CDC, EPA and the Dept. of Education cleaning recommendations.

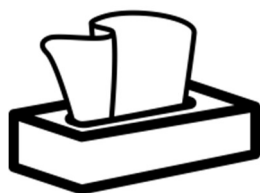
- Cleaning protocols will include:
  1. **Conventional cleaning:** CDC cites that normal routine cleaning with soap and water will decrease how much of the virus is on surfaces and objects, which reduces the risk of exposure.
  2. **Sanitizing:** Sanitizing will be done throughout the day with wipes and cleaners with a focus on high-touch surfaces.
  3. **Disinfecting:** Disinfecting should follow conventional cleaning and will be conducted using EPA-approved disinfectants against COVID-19.
- Daily sanitizing and disinfecting of high-touch areas will be accomplished through the incorporation of additional day cleaning staff. High-touch surfaces include but are not limited to tables, countertops, worksurfaces, and seating, phones, doorknobs, light switches, faucets, handles, water coolers/bottle fillers.



### ***Ventilation***

Many resources cite the importance of proper ventilation to reduce the risk of virus transmission. Greene Street Friends School has addressed all HVAC systems and identified opportunities to enhance ventilation throughout campus per the below:

- Existing HVAC systems have been addressed to increase outdoor air and exhaust functions where possible.
- HVAC system filters have been changed and upgraded if possible.
- Spaces with operable windows and exterior doors, will be opened as weather permits to allow additional fresh air into spaces.



### ***Flexible Sick-Leave Policy***

- The school will monitor absenteeism to identify any illness trends amongst the students and staff and consult with public health officials accordingly. Anticipating a rise in the number of students absent next year, Greene Street Friends School will also develop an adjusted attendance policy. Absences will be coded as covid-related and will not be visible on report cards or reported to other schools, much like religious absences are coded as such.
- A flexible attendance policy that does not penalize faculty and staff for staying home due to Covid-19, suspicion of COVID-19 or exposure to COVID-19m will be implemented. The Emergency Federal and Medical Leave Act (EFMLA) is providing us with support for this through December 31, 2020.

### ***Visitors***

- **Visitors will be allowed by appointment only.** If a caregiver or other approved visitor needs to come to campus they will only be allowed in the main lobby or the predetermined area where they have been designated to meet faculty or staff. All visitors should be reviewed and approved by **Kiri Harris, Kareem Rogers, and Mary Mehala**. All visitors must fill out a health attestation form before entering the campus per the following link - [https://docs.google.com/forms/d/e/1FAIpQLSfv-UaIwKTKbiRABL0SCyzQxz-Oe7WSXRMxxc\\_EfGo9GSHNqA/viewform?gxids=7757](https://docs.google.com/forms/d/e/1FAIpQLSfv-UaIwKTKbiRABL0SCyzQxz-Oe7WSXRMxxc_EfGo9GSHNqA/viewform?gxids=7757) and participate in temperature screening upon arrival to campus.

- **Faculty & Staff Children.** We understand that this is a challenging time and that many of us are all juggling multiple responsibilities. Therefore, faculty and staff may be allowed to bring their children to campus. Children must stay with the faculty and staff member at all times and must follow all the protocols laid out in this document.
- **Pets.** We recognize that pets are important members of the family, but in the effort to minimize risk, we ask that you do not bring your pets to campus.
- **Attestation.** All visitors, including children of faculty and staff, must fill out the health attestation form as outlined in this document.



## Communication

Greene Street Friends School will use all communication modes and vehicles to keep the community up to date and informed. Major means of communication include:

- **AlertNow Text System** will be used for any emergency health updates or schedule changes and attestation reminders.
- The weekly **Friday Flyer** will continue to be used to communicate important updates to our families.
- The **GSFS website** will host the Health & Safety plan, and also publish other updates
- **Stakeholder surveys** will continue to be used to solicit feedback and inform future modifications and refinement to the program, policies, plan.
- **Signage** will be posted throughout campus regarding symptoms of COVID-19, proper handwashing, respiratory etiquette, social distance reminders, and face masks/coverings protocols.

The communications team will also work with the Health Coordinator for information specific regarding COVID-19. Regarding positive case reporting:

- Families will be contacted if someone in your child's cohort either tests positive or is suspected to have been exposed to Covid-19 whether confirmed on campus or outside of campus.
- Families, faculty, and staff are also asked to communicate to GSFS when they have been exposed to COVID-19 or travel to a destination under a current travel advisory from public health officials.

Please contact [gsfshealth@greenestreetfriends.org](mailto:gsfshealth@greenestreetfriends.org) with any health-related concerns or questions.

## Positive and Suspected Case Response

### ***What happens if/when there is a confirmed COVID-19 case within the school community?***

All members of the school community (including faculty, staff, students, or individuals' household members) are asked to notify Greene Street Friends School Health Coordinator at [gsfshealth@greenestreetfriends.org](mailto:gsfshealth@greenestreetfriends.org) immediately upon diagnosis of COVID-19 or appearance of flu-like symptoms.

#### **If anyone in your household tests positive for COVID-19,**

- The CDC recommends remaining in isolation until at least 10 days having passed since symptom onset and at least 24 hours have passed since resolution of fever without the use of fever-reducing medications and other symptoms have improved. Local health officials and medical staff will advise when the individual will be released from isolation and able to return to school. The family must provide documentation from your doctor to re-enter the physical campus.
- Greene Street Friends School will notify the Philadelphia Department of Public Health and School District of Philadelphia. Greene Street Friends School will follow all CDC and Health Department protocols as directed.
- Contact tracing will be conducted by the Department of Health and will guide Greene Street Friends in their response. the School will communicate with colleagues, families, and students as appropriate and allowable under Federal law. The Health Coordinator will work with the Communications team regarding family notification. The school will also email the community, while maintaining confidentiality.

#### **Other procedures include,**

A designated, isolated infirmary area has been set up at Hargroves House. Any individual demonstrating symptoms of COVID-19 will remain there until they are able to leave or be picked up from campus.

Greene Street Friends School will close off the area used by the diagnosed individual to allow for thorough cleaning and disinfecting by the school's cleaning professionals. The identified affected area will be closed for 24 – 48 hours in accordance with CDC cleaning procedures.



## Anticipated School Calendar 2020-2021

September 2	Materials Pick-Up	On-Campus
September 3	New Student Orientation	Virtual
September 3 – 8	Get Acquainted Conferences	Virtual
September 8	First day of School	Virtual
September 8	First day of SCOL	On-Campus
September 11	Materials Pick-Up	On-Campus
September 17	MS Back to School Night	Virtual
September 18	Materials Pick-Up	On-Campus
September 24	LS Back to School Night	Virtual
September 25	Materials Pick-Up	On-Campus
October 2	Materials Pick-Up	On-Campus
October 9	Materials Pick-Up	On-Campus
Mid-October	Re-Evaluation of In-Person/Hybrid Learning	Virtual
October 17	Fall Fair	Virtual
October 19	Call Night	Virtual
October 18 – 25	Annual Fund Week	TBD
October 26	High School Panel	Virtual
October 29 – 30	Fall Conferences	Virtual
October	C.A. / C.A. CARES Meeting	TBD
November 6	Faculty / Staff PD	Virtual
November 10	State of School	Virtual
November 20	8 <sup>th</sup> Grade Dance	To be Reimagined
November	C.A. / C.A. CARES Meeting	TBD
December 7 – 11	Book Fair	Online (TBD)
December	C.A. / C.A. CARES Meeting	TBD

# Appendix

## Resources

The below resources serve as the backbone of Greene Street Friends School's re-opening planning. We are in alignment with the guidelines set forth by governing municipalities, occupational health and safety, as well as best practices in educational programming and child welfare. We continue to monitor the below resources to best affirm the safety and planned re-opening of our campus:

### **CDC**

- <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

### **WHO**

- <https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

### **OSHA**

- <https://www.osha.gov/SLTC/covid-19/>

### **Governor of Pennsylvania**

- <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

### **City of Philadelphia**

- <https://www.phila.gov/programs/coronavirus-disease-2019-covid-19/>

### **Pennsylvania Department of Health**

- <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

### **US Department of Education**

- <https://www.ed.gov/coronavirus/program-information#elsec>

### **Pennsylvania Department of Education**

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

### **Children's Hospital of Philadelphia**

- <https://policylab.chop.edu/reports-and-tools/quick-reference-guide-reopening-schools>

### **Readiness and Emergency Management for Schools**

- <https://rem.ed.gov/coronavirus>

### **FEMA**

- [https://www.usfa.fema.gov/coronavirus/planning\\_response/occupancy\\_social\\_distancing.html](https://www.usfa.fema.gov/coronavirus/planning_response/occupancy_social_distancing.html)

## Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Greene Street Friends School** reviewed and approved the Phased School Reopening Health and Safety Plan on **Wednesday September 30, 2020**.

The Board of Directors/Trustees reached a sense of unity and the Health and Safety Plan was affirmed on **September 30, 2020**. 11 Trustees were present at the time of approval.

By:

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*(Signature\* of Board Clerk)*

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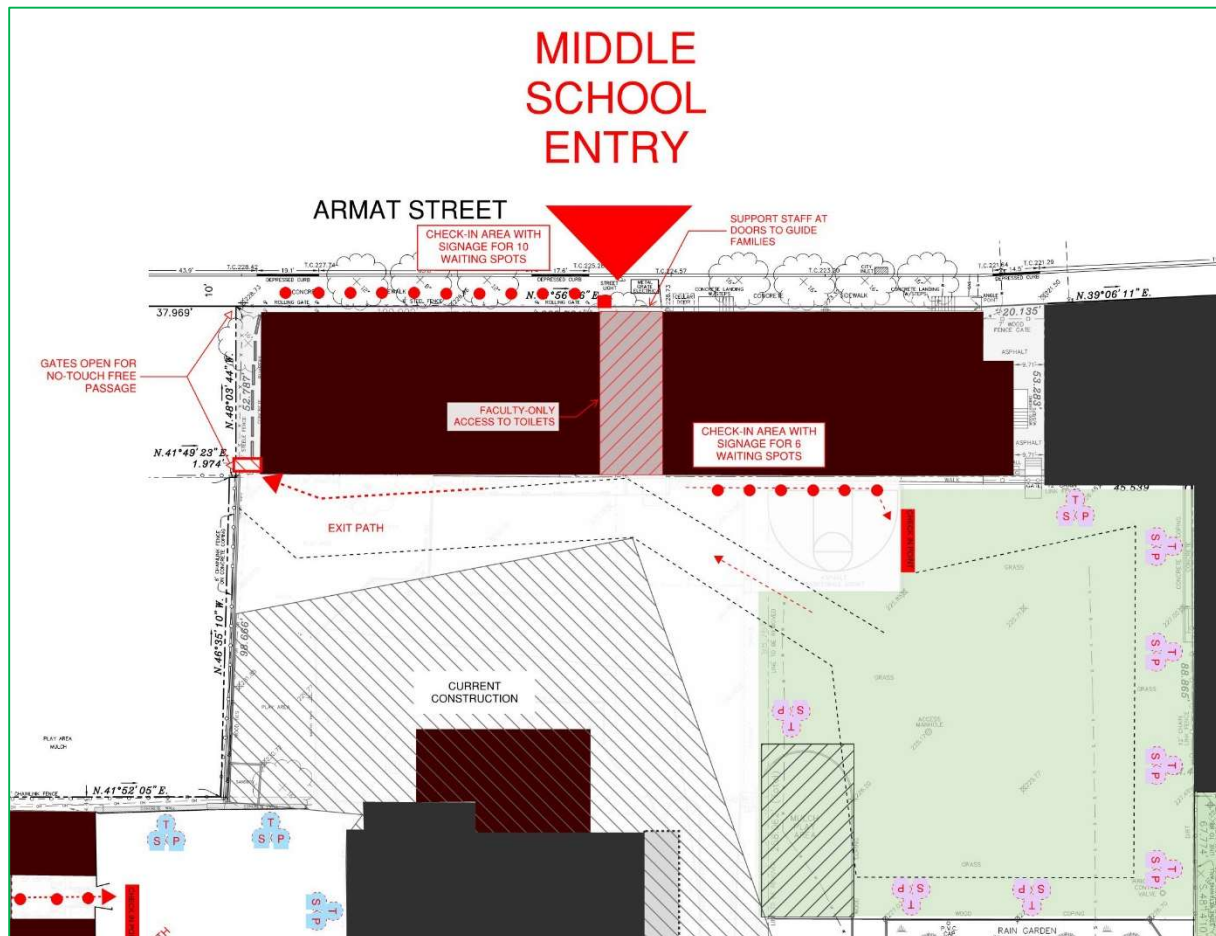
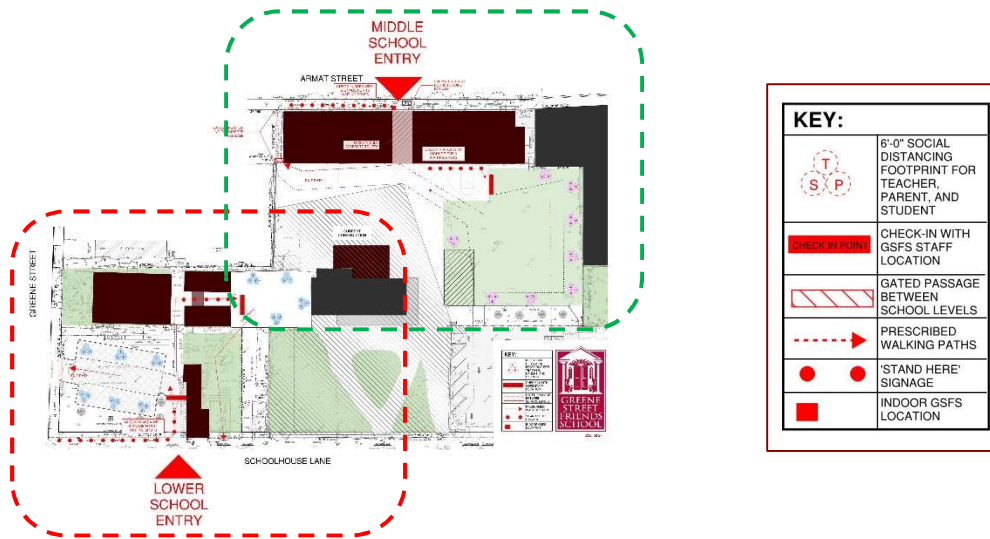
*(Print Name of Board Clerk)*

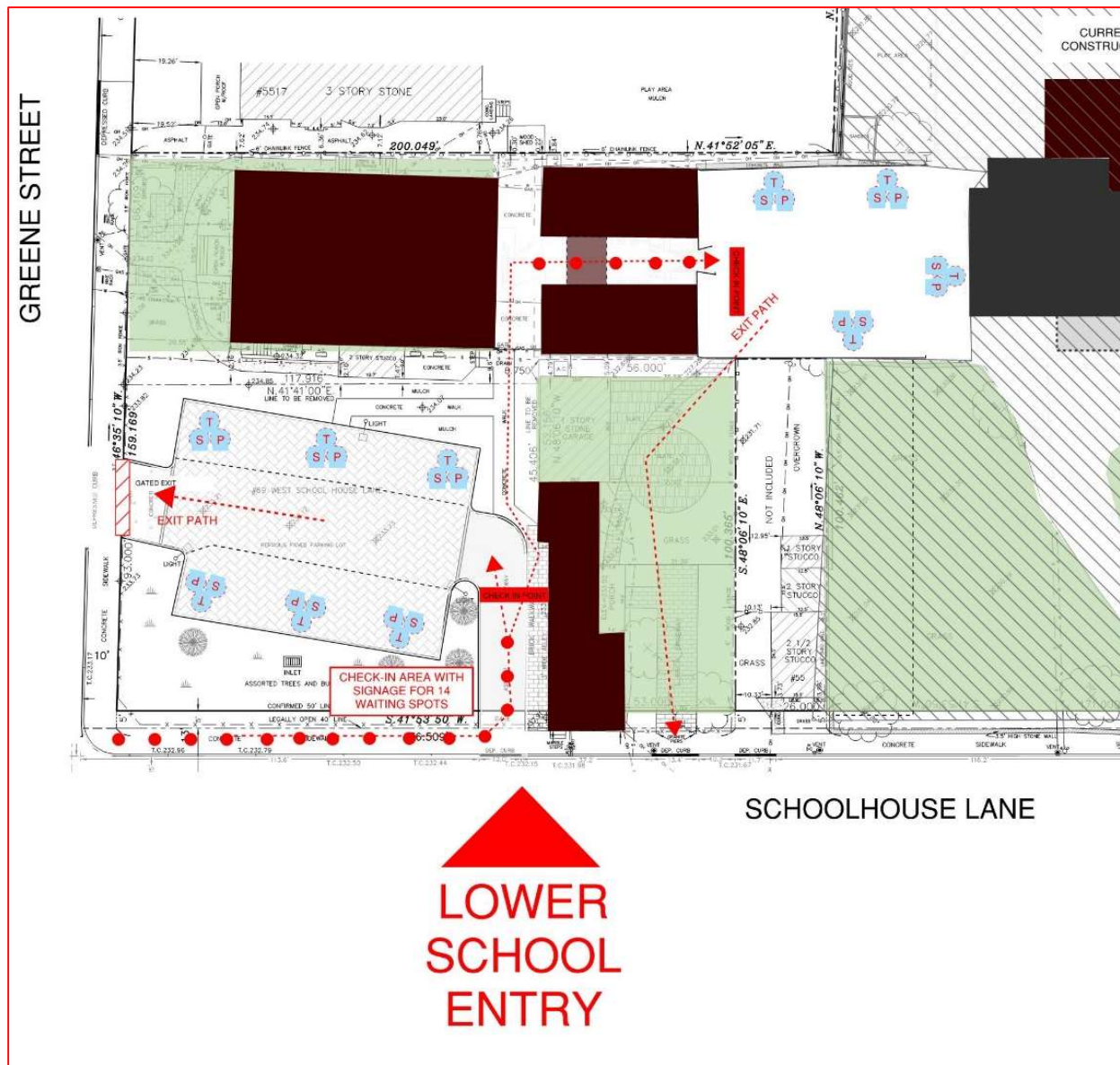
\*Electronic signatures on this document are acceptable using one of the two methods detailed below.

**Option A:** The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

**Option B:** If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

## Materials Pick-Up





## Faculty & Staff On-Campus Auxiliary Supplies & Signage

### Typical Classroom –

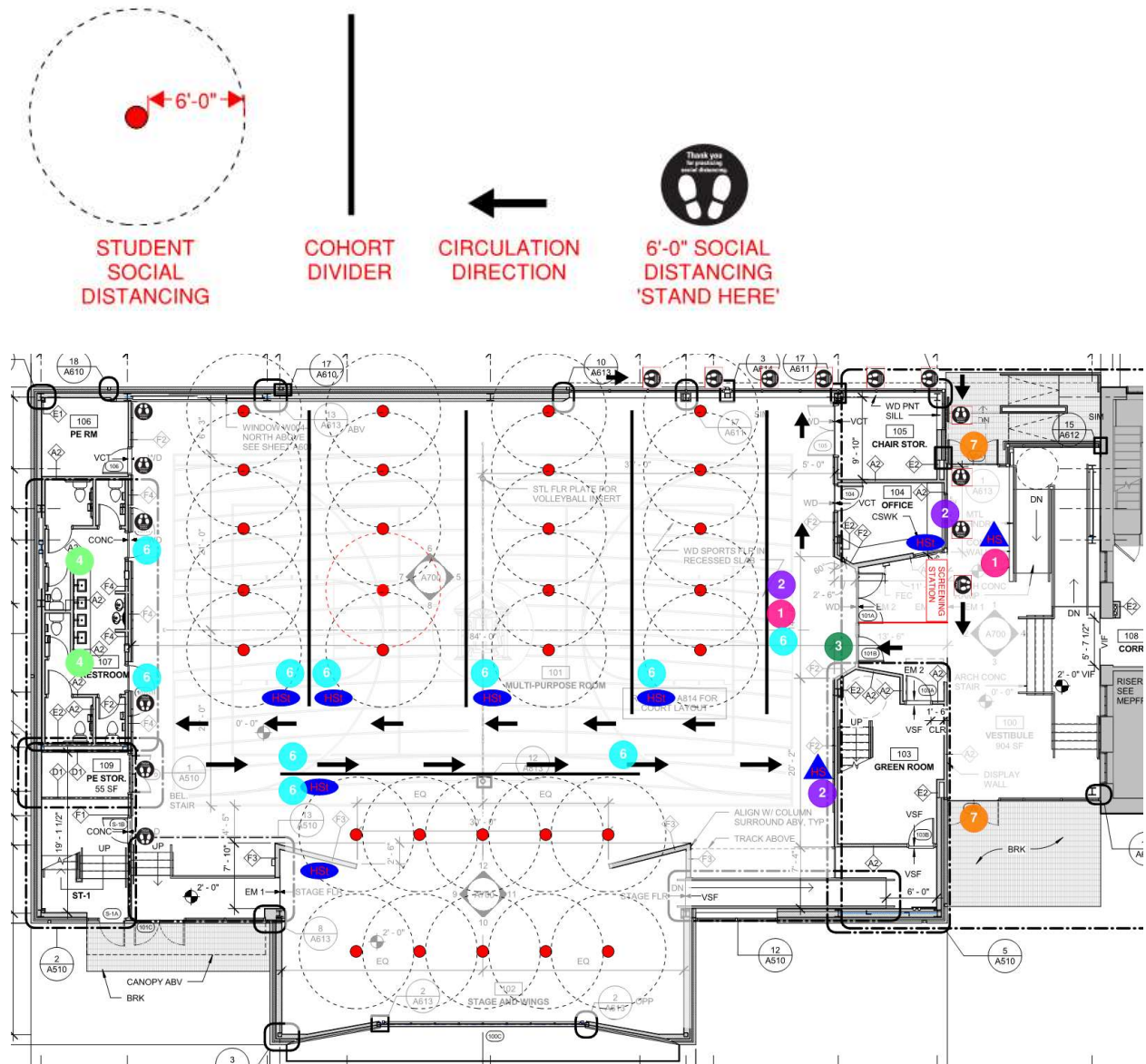
- Signage Type 3 (Maximum Occupancy: **3**); posted on all doors
- Hand Sanitizer Tub located at classroom entrance

### Copy/Print Zones

- Sanitizing Spray w/wipes
- Signage Type 5 'Please Stand Here'
- Signage Type 9 ('Please Wipe Before and After Use')
- Block Scheduling for Teacher Use Coordination



**Typical Layout**, see diagram below (reference Signage & Sanitizing Portfolio for signage typologies):



## Signage & Sanitizing Portfolio

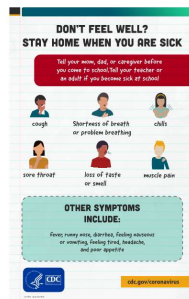
### Auxiliary Supplies:

- Hand Sanitizer Tubs (**HSt**)
- Sanitizing Wipe Station (*Copy Machines*)
- Hand Sanitizer Station (**HS**)
- Temperature-Taking Station (*noted in Lobby above*)

## Signage:



TYPE 1 (EXAMPLE)



TYPE 2



TYPE 2



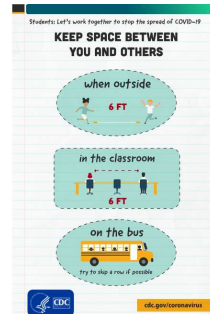
TYPE 3



TYPE 4



TYPE 5



TYPE 6



TYPE 7

### 1 - Welcome Back

- Use: Main Entry

### 2 – CDC COVID-19 Posters – ‘Stop The Spread of Germs’ + ‘Don’t Feel Well?’

- Use: Main Entry, next to Hand Sanitizer Stations

### 3 - Maximum Occupancy

- Use: Entrance to all in-use rooms

### 4 - Clean Your Hands

- Use: All Sinks

### 5 - Social Distancing Dot

- Use: Entrance Screening & SCOL Restrooms

### 6 - Respect Social Distancing

- Use: Reminder throughout, hallways

### 7 – Masks Required

- Use: Entrances to buildings

### 8 - Do Not Sit Here

- Use: Faculty Lounge Spaces

### 9 - Please Wipe Before & After Use

- Use: Faculty & Staff Copy/Print

### 10 – Floor Arrow

- Use: Denote Recommended Circulation patterns