



Health & Safety Plan

2021-2022 Academic Year

Updated: August 27, 2021



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Visioning the Year Ahead

When we wrote the very first Health and Safety Plan in response to COVID-19, never did I imagine that we would still have it in effect for the start of the 2021-2022 school. Yet here we are.

Greene Street Friends School continues to actively and strategically work together with our community in our responses to COVID-19, including the ongoing work of the Pandemic Planning and Response Committee (PPRC). I am incredibly grateful to so many for working to ensure the health, the safety, and the academic, social, and spiritual growth of our children during this time.

My utmost 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.

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.

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 Pandemic Planning and Response Committee, Greene Street Friends School has developed and affirmed the following guiding principles for operations throughout the COVID-19 pandemic. These principles are founded in our mission and the feedback from our community. We recognize the value and importance of in-person education. Our goal is to maintain our in-person learning and continue to expand our programming as soon as 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 Guiding Principles.

Guiding Principles for Operations during the COVID-19 Pandemic

- 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 Pandemic Planning and Response 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.



2021/2022 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

Darien N. Headen
Associate Head of School

Mary Mehala
Director of Finance and Operations

Committee Members

Edward Marshall
Head of School

Kareem Rogers
Dean of Lower 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

Maani Waldor
Director of Development

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*

Geoffrey Deans
Information Technology

Tricia Ebarvia
Director of Diversity, Equity and Inclusion

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

Cindy Shehatou
*Health Coordination**

**employed by Joffe Emergency Services*

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

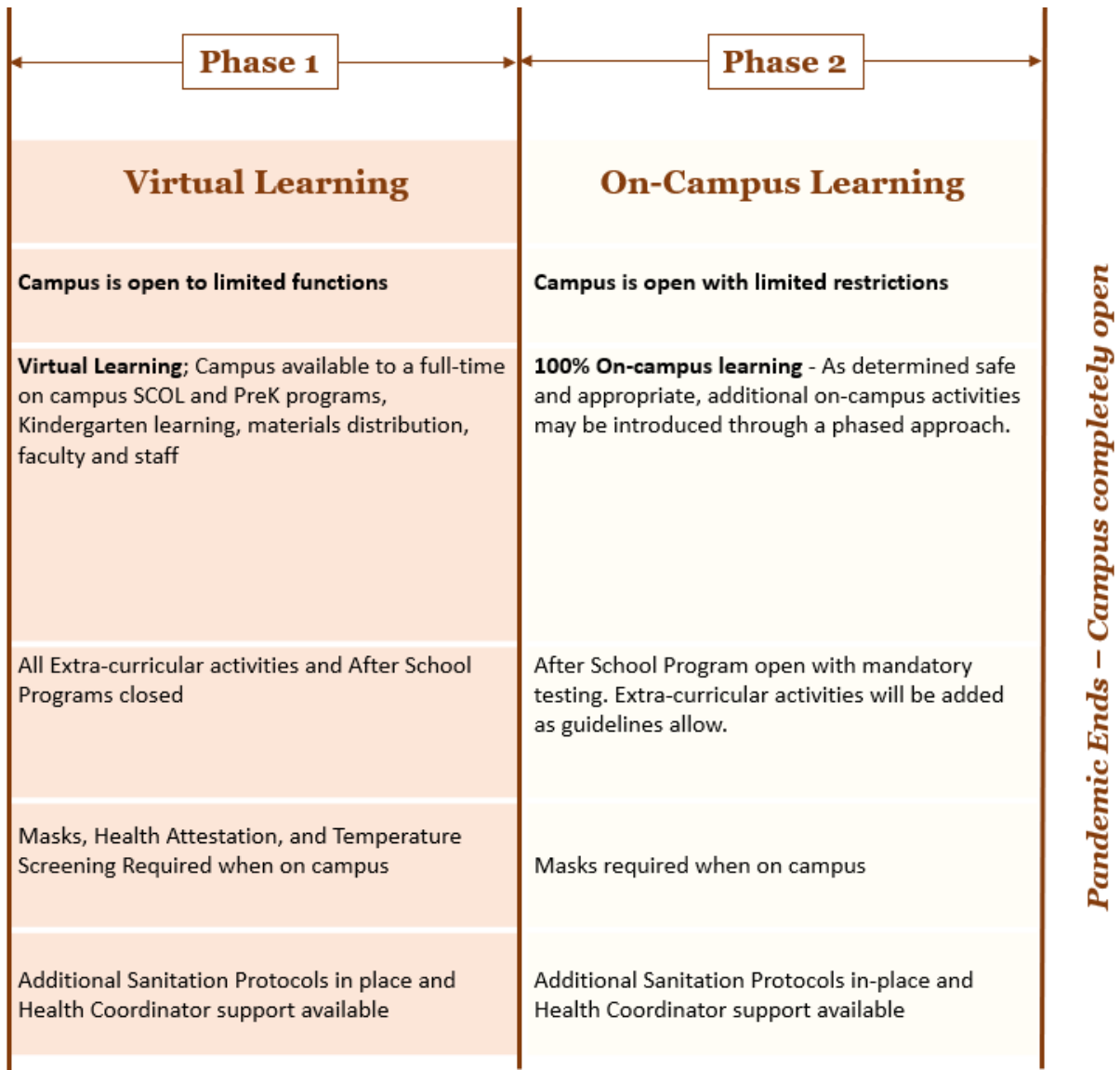
Principal

Meagan Whetstone, RA

Project Manager

Instructional Models & Program

In alignment with our guiding principles, keeping every child and adult safe and healthy is our top priority. Greene Street Friends School has worked diligently to provide a safe campus to maximize programming and prioritize on-campus learning. That being said, Greene Street Friends School recognizes we must be prepared to be flexible should the circumstances demand an increased level of precaution. The below phases describe the two instructional models that Greene Street Friends School will utilize this year. On-campus learning will be the default, with virtual learning only implemented as required.



Determining Phasing / Instructional Models

To determine the appropriate phase and corresponding instructional model(s) Greene Street Friends will reference guidance and direction by the Philadelphia Department of Public Health and any other governing regulatory bodies, as well as the CDC and CHOP's Policy Lab, overlaid with the GSFS guiding principles. Greene Street Friends School will monitor the guidance regularly and will provide as much advance notice as possible for families ahead of any significant instructional model changes.

Greene Street Friends School anticipates only using virtual learning instruction in extreme situations as required. These situations might entail direction to move to virtual learning by governing regulatory bodies, a school-wide outbreak, or unsafe community conditions as informed by the guiding questions authored by CHOP Policy Lab as identified below.

Key Questions to Guide Decision-Making on Reverting to Virtual Learning

With colder weather, case transmission is likely to rise, and school districts will be faced with challenging decisions on when to revert to distance learning vs. continuing in-class instruction. These challenging decisions can be informed by asking a few key questions and reflecting on the ability of the school, alongside public health partners, to remediate any identified issues:

- 1) *Did your school have difficulty implementing and maintaining all aspects of its school safety plan?*
- 2) *How effective has your collaboration with local public health authorities been when there has been a student or teacher who is found to be COVID-positive?*
- 3) *How quickly is disease transmission and test positivity accelerating in your region? (Note that regions that surpass 9% test positivity might consider temporary closures.)*
- 4) *Has there been evidence of in-classroom transmission within your school?*
- 5) *Has there been evidence of increasing linked transmission in your school or other schools in your region despite high levels of compliance with safety measures?*
- 6) *Are there populations to consider for prioritized maintenance of in-school instruction (e.g., children with learning differences or special needs)?*

Source: <https://policylab.chop.edu/sites/default/files/pdf/publications/PolicyLab-Policy-Review-Evidence-Guidance-In-Person-Schooling-COVID-19-March-2021.pdf>

Student/Cohort Quarantine

Should a situation arise in which a student and/or cohort is required to quarantine due to COVID-19 protocols, a virtual learning option will be provided throughout the duration of the quarantine.

Quarantine & Isolation

- Anyone who is sick must stay home and notify the Health Coordinator.
- Depending on the symptoms proof of a negative COVID-19 test or 10-day isolation period may be required to return.
- Anyone who has been exposed to COVID-19 must stay home and notify the Health Coordinator.
- Quarantine due to travel/gatherings: at this time Philadelphia and Pennsylvania Department of Public Health does not require quarantine for travel or gatherings.
 - This may change as GDFS will follow Philadelphia and Pennsylvania Department of Public Health guidance.

What are the criteria for pausing in-school instruction and activities?

Schools must follow Health Department recommendations for closure and pausing in-person activities. School closings for nonpublic schools will be based on evidence of COVID-19 transmission in the school or community, introductions of COVID-19 to the school that represent an exposure risk to the school.

Situation	Response
One or two cases of COVID-19 in a class or extracurricular cohort	Those identified as a close contact will be asked to quarantine.* School attendance for these individuals will be paused for 10 days. This may be shortened to 7 days with a negative test after day 5.
3 or more cases for a classroom/cohort/team	The entire cohort/classroom/team must quarantine*.
3 or more cases in a school in the same grade (not concentrated in one classroom)	The entire grade must quarantine*.
3 or more cases in the school if there is an epidemiological link to the school (classroom or school hosted extracurricular activity)	
Multiple cases in staff/students: 6 or more cases in a school within 14 days	The entire school/child facing program must quarantine*.
Multiple COVID-19 clusters across grades	The entire school/child facing program must quarantine*.
1 or 2 cases of COVID-19 on a school athletic team	All unvaccinated members of the team must quarantine*. A test-to-stay model may be used to eliminate the need to quarantine.

* The recommended quarantine is 10 days. Quarantine may be shortened using a test-based strategy. Individuals who test negative after day 5 may return after day 7.

Quarantines and pauses of 7 and 10 days are contingent upon 100% mask usage except during distanced meals. Activities where masks cannot be worn, such as playing certain instruments, must be paused for the full 14 days. Symptom monitoring must continue for the entire 14 days regardless of vaccination status.

Source: Philadelphia Department of Public Health

Quarantine & Isolation Clarifications

- A cohort at GSFS is defined as a grade
 - With the exception of 7/8 which will be treated as one (1) cohort
- We will not be implementing a test to stay option at GSFS
- A positive case will result in a 10-day quarantine that may be shortened to 7 days with a negative test on day 5.
 - Rapid testing for asymptomatic individuals under quarantine may be provided by GSFS.

Employee COVID-19 Assurance Testing

Weekly COVID-19 assurance testing is required of all asymptomatic employees who spend time on campus. The test provided is Abbott Binaxnow COVID-19 Antigen test, and is administered on campus by the school's Health Coordinator.

Testing programs play an important role in reducing the risk of COVID-19. Greene Street has established a testing strategy informed by our past testing experience, published literature, and current public health guidelines.

Vaccination

Employees will be required to disclose vaccination status and provide proof of vaccination to the Health Coordinator. This information will be used to evaluate the percentage of our community that is vaccinated or plans to become vaccinated. Responses are confidential to the Human Resources Associate and the Health Coordinator

Phase 1

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

Virtual Learning

- Virtual GSFS will utilize the components of the Virtual Instructional Model from the 2020-2021 school year 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 through Global Online Academy to learn virtual strategies.
- Every student at GSFS will be provided with a device as required.
- Should virtual learning be required, teachers will reach out directly to families with more information.

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 will organize regular materials pick-up/drop-off days as scheduled by the teacher throughout the virtual learning instructional model (at most weekly).

Teacher & Staff Access

Faculty and staff at Greene Street Friends School may need to continue to work and/or teach from campus during the virtual learning instructional model to best serve the Greene Street Friends Community. The following procedures should be followed when planning to come to campus.

- **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.
 - **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.
 - **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.
- **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 will work to create programming that students can handle as independently as possible at home. At the same time, we are aware that some single-family households and/or families with parents who are essential workers may not have an option to work from home and are left with few choices. For those families we will provide our 'GSFS Safe Community for Online Learning' program. We will provide a safe space where their children can come on campus and be supervised while they are doing their virtual classes.

Participating students will be in cohorts of designed in alignment with current regulatory guidelines.

- **Student must be in grades K - 5th 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
- **Drop off** will begin promptly at 8AM and **pick-up** must take place no later than 4PM.
 - If students do not meet Health & Safety entry requirements per the attestation form, they will be quarantined per current covid protocols.
- **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 will be spaced in alignment with social distance regulations between and have power provided at each station.

Phase 2

Phase 2 focuses on in-person learning with possible phased on-campus restrictions as outlined below. This instructional model is intended to be the default throughout the 2021/2022 School Year, in alignment with the CDC's mission to have all students on campus for in-person learning. Cohorts will be maintained to provide small group sizes and accommodate social distanced classroom layouts in a 5-day week in-person learning model.

- **Cohorting**
 - Each grade will be considered a cohort. With the exception of 7th and 8th grade, which will be a single cohort due to combined activities.
- **Distancing**
 - Physical distance of 3 feet will be used for all settings.
 - Weather permitting, meals and masks breaks will be outside at 6ft distancing.

Modified Classroom Layouts

All classrooms will be modified to ensure a minimum distance of three 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** will take place in dedicated classrooms in both schools.
 - **Music** will take place in a dedicated room in the Lower School for Pre-K through 6th Grade. 7th and 8th Grade music will take place in the Meeting House worship space. will take place in students' homerooms. Because certain music activities are considered high-risk of spreading the virus, woodwind and other mask-off activities instruments will either be conducted outdoors at 6'-0" spacing or not be included in the curriculum.
 - **Science**, for applicable grades, will take place in the science classroom.
 - **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.
- **Worship** will take place in students' homerooms or outside as weather and schedule permits.

Extra-Curricular Activities

Extra-curricular activities will remain limited in order to prevent interaction between cohorts. After-school soccer, specifically, is planned to restart this year. Students participating in soccer will require weekly covid-19 testing per requirements to compete against other schools. Greene Street Friends School will continue to explore opportunities to expand extra-curricular activities as permitted and can be safely accommodated on campus.

Adjusted Drop off and Pick up

Similar to the 2020-2021 School Year, Greene Street Friends School will publish a detailed drop off and pick up schedule address increased volume, as well as help support as efficient of a process as possible. We thank you for your past and continued patience as the number of families and caregivers dropping off their students by car is dramatically increased as a result of the challenges of the pandemic. We ask that all parents and caregivers follow the GSFS policies noted below for the safety of our students, faculty and staff.

Pick-up Punctuality

We are asking all parents and caregivers to do everything possible to arrive within their scheduled window and before the end of dismissal at 3:15pm. Because of this, it is incredibly important that you arrive ahead of the end of dismissal to pick-up your students. Please help us by:

- Calling the school ahead of time, if you are going to be late
- Making sure your emergency contacts are up to date so we can reach out if we haven't heard of anything

We thank you for your support in this important manner.

Parent Pick-up Procedures & Tips

- All cars should enter at the end of the pick-up line on Armat Street (closest to Greene Street). Please have your student(s) name 'Placard' prominently displayed on the passenger side dashboard or window. A GSFS staff member will notify your child's teacher when you arrive.
- Please do not enter the line mid-line. We ask that all cars continue to move forward in the line and pick-up their students at the Armat door entrance and not prior. This will support continued movement in the line.
- Cars picking up at the Meetinghouse Circle should pull into the driveway and as far around the circle as possible to make room for other cars, staying to the right.
- Walk-up parents may continue to check-in at the Armat entrance or at School House Lane for the grades as identified above.

Tardy Pick-Ups:

At 3:15, if there are any students remaining on campus, those students may go to the main Armat Lobby. Staff will call parent/caregiver and then emergency contacts until students are picked up.

Last minute changes / carpools / going home with a friend

parents/caregivers are expected to email administration at transportation@greenestreetfriends.org with the change to their dismissal plans.

After School Program

GSFS understands the importance of the ASP program to the community and is reopening this program to families. Students will be required to participate in weekly COVID-19 testing, due to the mixing of cohorts. Students will be broken into smaller groups in dedicated classrooms to provide age-appropriate programming and decrease the density of students as much as possible.

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

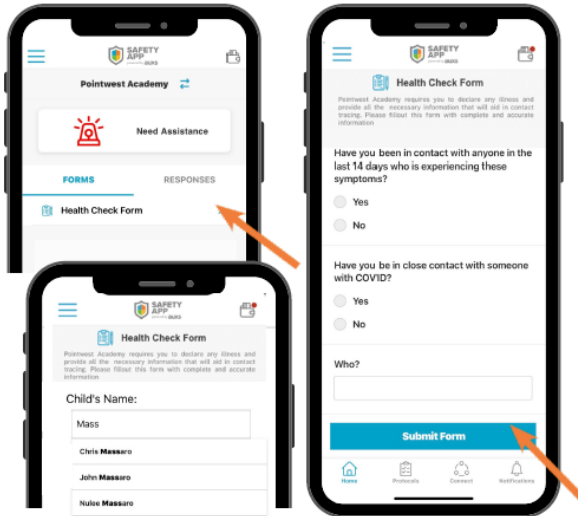
Faculty, staff, and families will be required to complete a daily symptom survey/health attestation before arrival using the AUXS Safety App S2. The AUXS app can be used on both iPhone and Android phones. You must register before using. If you have any trouble at all, contact your Health Coordinator, Cindy Shehatou at cshehatou@greenestreetfriends.org. Attestation forms should be completed before arriving on campus. Based on your answers, if it is safe for you to be on campus, you will receive a campus pass as shown below.

- Additionally, Greene Street Friends School will:
 - 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 to quarantine.

COVID-19 Screening Form

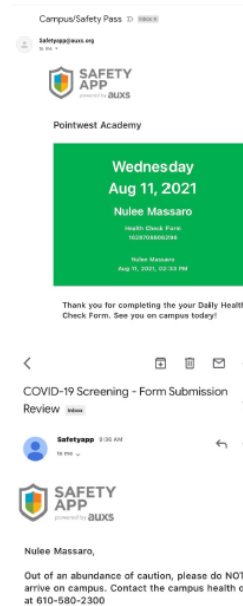


1. Please complete your daily screening form.

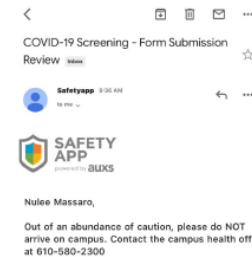


Note: If you are completing the form on behalf of a student(s), type name to select student(s). You will have to complete one form per student.

2. Check email for campus pass or other instructions.



Nulee Massaro,
Thank you for completing your daily screening form. See you on campus today!

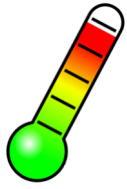


Nulee Massaro,
Out of an abundance of caution, please do not arrive on campus. Contact health office at [610-580-2300](tel:610-580-2300)

6

• 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. Additionally, we need to keep in mind that many people may be asymptomatic.

NOTE: COVID-like illness is defined as:		
At least ONE of these symptoms		At least TWO of these symptoms
cough shortness of breath new loss of sense of smell new loss of sense of taste	OR	fever chills muscle pain headache sore throat nausea/vomiting diarrhea fatigue congestion/runny nose

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.



Masks

Mask that completely cover nose and mouth should be worn on campus at all times regardless of vaccination status. 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.

Appropriate masks include: cloth masks, surgical masks, or N95 masks.

- For a full list of appropriate masks: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/types-of-masks.html>
- Neck gaiters and masks with respirators are not allowed.



**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.

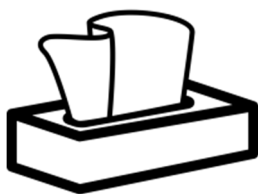
2. **Sanitizing:** Sanitizing will be done throughout the day with wipes and cleaners with a focus on high-touch surfaces.
 3. **Disinfecting:** Disinfecting should follow conventional cleaning and will be conducted using EPA-approved disinfectants against COVID-19.
- Daily sanitizing and disinfecting 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, work surfaces, 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 upgraded to MERV-13
- Spaces with operable windows and exterior doors, will be opened as weather permits to allow additional fresh air into spaces.
- Portable air filters have been added to supplement campus shared 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 using the AUXS Safety App S2 or QR codes displayed at the campus entrances.
- **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 or AUXs S2** will be used for any emergency health updates or schedule changes.
- The weekly **Friday Flyer** will continue to be used to communicate important updates to our families.
- A **COVID Report** will be issued to the GSFS community from the Health Coordinator reporting on external metrics, policy changes, and resources as significant updates become available.
- The **GSFS website** will host the Health & Safety plan, and also publish other updates
- **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. See positive case communications and protocols outlined within this document for more information.

Please contact your Health Coordinator, Cindy Shehatou at cshehatou@greenestreetfriends.org with any health-related concerns or questions.

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.

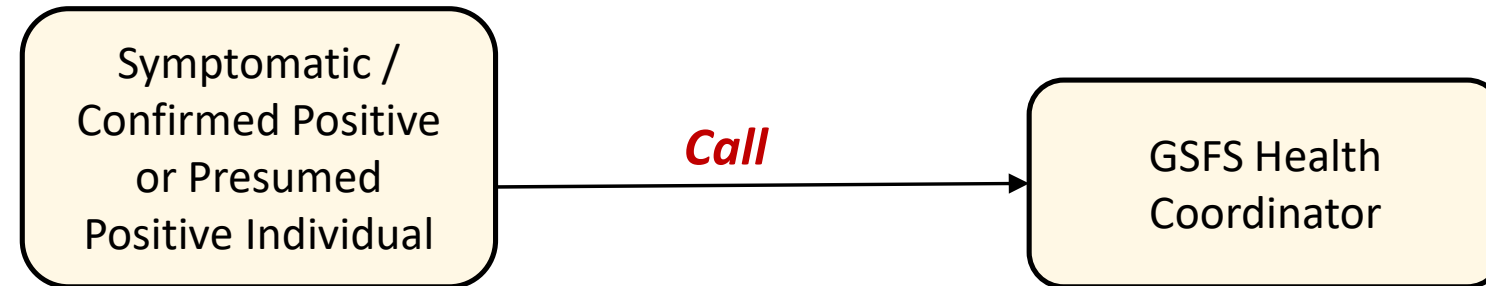
Greene Street Friends School will close off the area used by the diagnosed individual to allow for thorough cleaning and disinfecting by the school's cleaning professionals. The identified affected area will be closed for 24 – 48 hours in accordance with CDC cleaning procedures.

Reference the GSFS COVID-19 protocols and management flowchart for detailed procedure and communications information.



GSFS COVID Communications Flow Chart

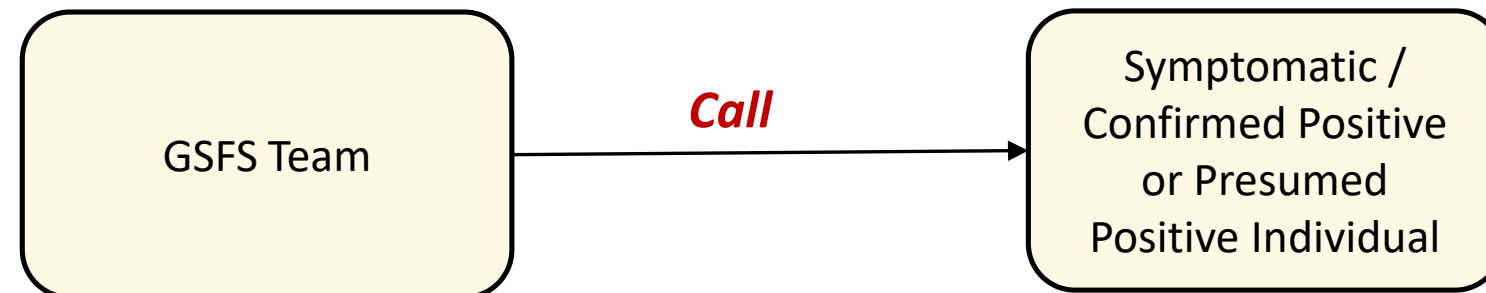
Step 1: Affected individual / caregiver contacts GSFS upon on-set of COVID-19 like symptoms



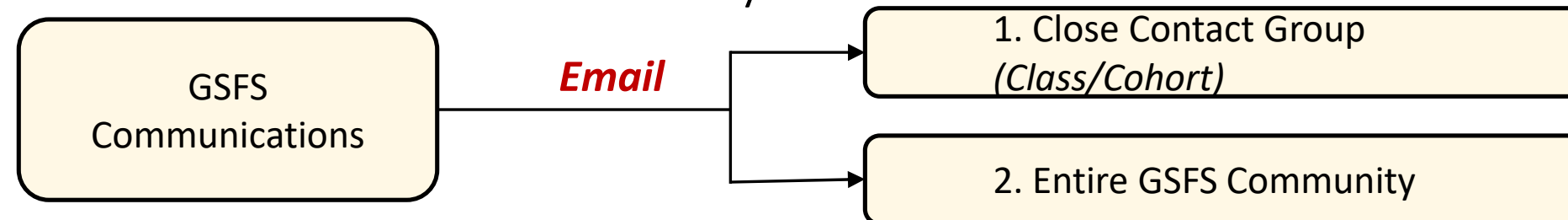
Step 2: GSFS Health Coordinator contacts PDPH with information provided by affected individual / caregiver for PDPH direction



Step 3: GSFS Team contacts affected individual or caregiver with PDPH direction for next steps



Step 4: GSFS Communications informs community



Est. 1 – 4 hours

Est. 2 hours



GSFS Communications Involved Parties

PDPH

Philadelphia Department of Public Health

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

GSFS Health
Coordinator

Cindy Shehatou, JOFFE

P: 215-901-5427

E: cshehatou@greenestreetfriends.org

GSFS
Administrator
Contacts

Ed Marshall, Head of School

E: emarshall@greenestreetfriends.org

Ryan Kimmet, Associate Head of School

E: rkimmet@greenestreetfriends.org

School Phone: 215-438-7000

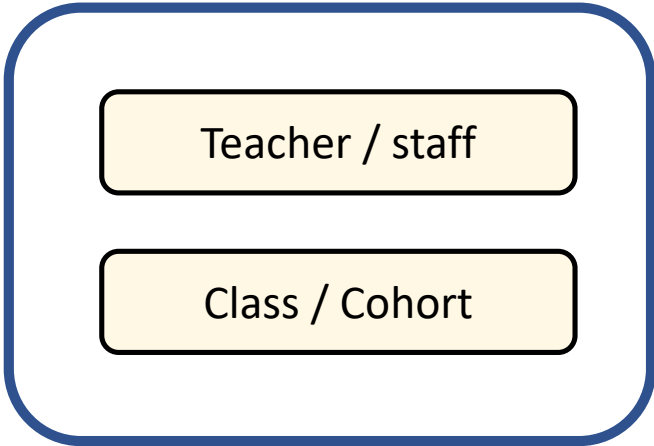
After Hours Contact: 917-715-7612

Affected Individual

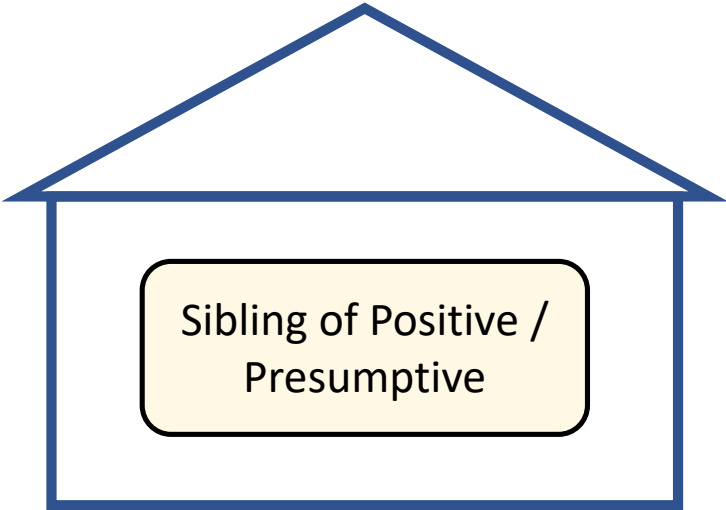
Symptomatic /
Confirmed Positive
or Presumed
Positive Individual

Must Isolate*

Primary / Close Contact*



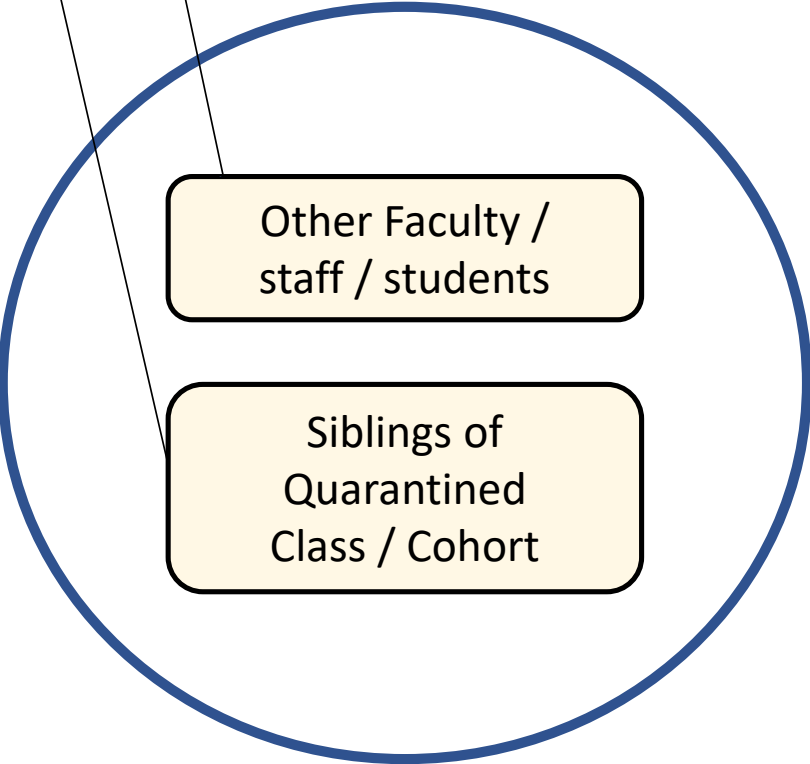
Classroom



Household

Must Quarantine*

Secondary Contact* Unaffected



Campus

Not Required to
Quarantine*

* See *GSFS COVID-19 Frequently Asked Questions for more information* <https://docs.google.com/document/d/1r2CPbebkiah1Yb9GWd5x0DL4HQzCyZiCw6vQnOrBik/edit?ts=60411e0f>

Appendix

Resources

The below resources serve as the backbone of Greene Street Friends School's Health & Safety Plan 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>

Governor of Pennsylvania

- <https://www.governor.pa.gov/>

City of Philadelphia

- <https://www.phila.gov/departments/department-of-public-health/>

Pennsylvania Department of Health

- <https://www.health.pa.gov/Pages/default.aspx>

US Department of Education

- <https://www.health.pa.gov/Pages/default.aspx>

Pennsylvania Department of Education

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

Children's Hospital of Philadelphia

- <https://policylab.chop.edu/>