

COVID-19 RETURN TO CAMPUS



JULY 2020



ADDLESTONE
HEBREW ACADEMY



ADDLESTONE HEBREW ACADEMY

PRINCIPLES & VALUES

Our COVID-19 reopening plan is driven by the following principles and values

Protect the health and safety of students, staff and faculty

01



02

Follow health guidelines set by DHEC, CDC, AAP, SCISA

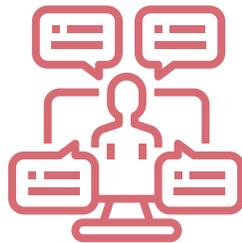
Provide students with some familiarity of school routines for social, emotional, and academic learning

03



04

Provide clear expectations for parents, students, staff and faculty



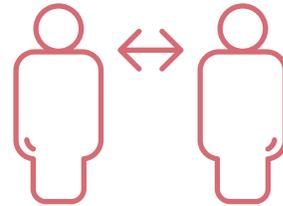
Communicate the protocols to create the safest possible learning environment

05



ADDLESTONE HEBREW ACADEMY

PHYSICAL DISTANCING COHORT GROUPS



Students will remain in cohort groups as follows*

Tiny Tots EC 2 EC 3 EC 4 Kindergarten 1st-2nd 3rd-4th 5th-6th 7th-8th

*DSS-regulated ratios will remain for preschool students.

COHORT BUILDING ZONES



PRESCHOOL: EC wing, EC playground, back garden, and fields. EC3 will go to recess using the central common doors, all others will use classroom doors to access playground. Each class has its own bathroom inside classroom.

ENTRANCE & EXIT: Students will enter and exit at the far end of the EC wing.



K-2ND: Downstairs left side wing, downstairs commons, lower school playground, back garden, and fields. Each class has its own bathroom inside of the classroom and access to playground.

ENTRANCE & EXIT: K-2nd will enter and exit through front doors.



3RD-4TH: Multi-purpose room, lunch room, lower school playground, back garden, and fields. This area has a girls bathroom and boys bathroom that will be used only by 3rd and 4th graders. Only one student from each class will be permitted in the bathroom at a time.

ENTRANCE & EXIT: 3rd-4th will enter and exit through multi-purpose room.



MIDDLE SCHOOL: Cohort zone is the entire upstairs, lower school playground, back garden, and fields.

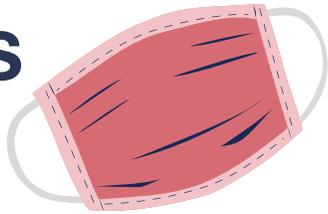
5th-6th graders will have all classes in the West Wing and 7th-8th graders will have all classes in the East Wing.

ENTRANCE & EXIT: 5th-6th will enter and exit through the west wing staircase and 7th-8th will enter and exit through the east wing staircase.



ADDLESTONE HEBREW ACADEMY

MASKS



All students and faculty should start the day with a clean mask.

LOWER & MIDDLE SCHOOL STUDENTS will be required to wear masks while in the building.

PRESCHOOL STUDENTS are encouraged to wear masks.

FACULTY AND STAFF will wear a mask at all times while in the building and around students.

TINY TOTS AND EC-2 TEACHERS will be provided with smocks to replace after coming in contact with saliva.

Students will have at least 3 extra masks in a labeled bag kept at school.



Our school will consult with local health officials, DHEC, and CDC guidelines when making decisions.

CLASSROOMS



Students will **remain in their cohort group zones** for the duration of the school day. Surfaces should remain **clear of clutter** to allow for quick and easy cleaning. Classroom area rugs will be removed and replaced with **cleanable, large foam mats**. Students should only bring items essential for school.

PRESCHOOL

No items will be permitted from home (includes nap time bedding), and all **soft toys will be removed** from classrooms.

Furniture will be kept to a minimum to allow for more open space.

Each room will contain a soiled toy bin for toys that have been mouthed.

Students will be provided with their own set of art supplies, which will be stored separately in personal containers. Shared toys will be limited and bins provided for daily rotation.

LOWER SCHOOL & MIDDLE SCHOOL

Students will be physically distanced **6 feet apart** when feasible.

Students will be provided their **own set of art supplies** to be stored in personal containers.

Multi-use manipulatives will be disinfected between cohort group use.



ADDLESTONE HEBREW ACADEMY

ARRIVAL & DISMISSAL

ARRIVAL

Students will use hand sanitizer outside of the building before entering and wash with soap and water when they enter their classrooms.

Students will report directly to their cohort rooms when they arrive.

PRESCHOOL: Parent(s) will walk students to the door or staff member(s) will greet children at the car. Parents will sign children in to the program from outside of the building

DISMISSAL

A staff member will be stationed at the road to call for families as cars enter the parking lot.

Students will use hand sanitizer as they exit the building for dismissal.

Students will be stationed at each cohort zone for pickup.

Students will be dismissed from their cohort room using the same doors they entered through in the morning.

PRESCHOOL: Parents will sign children out of the program from outside of the building.

SCREENING



Parents will use an app that includes a basic health assessment to be shared upon arrival at school.



If a parent forgets to take their child's temperature before drop off, the child will have his/her temperature taken at school before entering the building.



Classroom teacher will conduct a verbal health survey with each student as they enter the classroom.



Students that show indications of illness or complain of feeling ill will be sent home immediately.

HALLWAYS



HALLWAYS: Hallways will be divided by tape marking directionality on the floor.



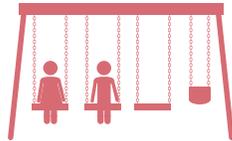
Markings will encourage students to use different gross motor skills (animal pictures) to move about, keeping 3 feet apart.

SIGN IN/SIGN OUT for late drop off or early pick-up: Please call the school office at **843-571-1105** if you are dropping off late or coming in early so that we can coordinate your child's entry/exit to the school building.



ADDLESTONE HEBREW ACADEMY

RECESS



ROTATING SCHEDULE: Students will have multiple 15-minute recesses on a rotating schedule (morning, lunch, afternoon).

COHORT: Students will experience recess with age level cohort group only.

DISINFECTION: Outdoor toys will be rotated daily to allow for disinfection between use. Playground equipment will be sanitized between cohort group use.

REVIEW: General recess student guidelines to be posted and reviewed regularly.

MEALS



IN CLASSROOM: All students will eat lunch in the classroom. Boxed meals with disposable plates and utensils will be delivered to the classrooms (preschool), cohort zones (lower and middle schools).

HANDWASHING: Students will wash hands before and after meals.

LUNCH REQUESTS: Students will complete a lunch request form with their teachers when they arrive in the morning for Lunch A or B.

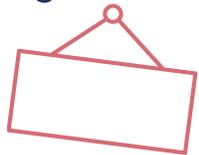
SNACKS; Students are encouraged to bring pre-packaged kosher snacks.

GENERAL

CONSIDERATIONS

PLACE SIGNAGE IN VISIBLE AREAS reminding of the following:

- Hand-washing
- Respiratory etiquette
- Mask requirements
- Visitor policy



ROUTINE DAILY CLEANING, as well as periodic cleaning.



GROUPS OF 25 PEOPLE OR FEWER, including faculty/staff, per CDC recommendations.



TEACHERS' ROOMS: Doors to remain open, maximum 2 person capacity in faculty kitchen, workrooms, etc.



WATER FOUNTAINS are closed. All students will be required to bring water bottles to be filled at filling stations.



VISITOR POLICY: No parents or visitors will be allowed in the school building. This excludes therapists who will be permitted to be in the building.



ADDLESTONE HEBREW ACADEMY

MENTAL HEALTH



Our reopening plan also focuses on the social and emotional needs of our school community. Students, families and staff have experienced varying degrees of stress, anxiety and loss over the course of the pandemic.

All staff members will participate in **professional development training**, where we will work together to unpack the stresses of the last few months and prepare for the stresses we may encounter in our new learning environments.

Teachers will **develop strategies and tools to support our children** through this transition.

Additionally, our **school counselor will continue to meet with classes on a regular basis** and will be available to support teachers and students as needed.

DISTANCE LEARNING



We believe that learning is best when done in person. In order to support the learning needs of all students, we will be providing the **opportunity for students who cannot attend school to join their classes remotely.**

PROFESSIONAL DEVELOPMENT: Staff will participate in Professional Development opportunities over the summer to help further develop our distance learning program .

If we are directed by the governor to close our physical campus:

PRESCHOOL will shift to optional distance learning (Facebook live/Zoom story times, small group Zoom lessons).

LOWER & MIDDLE SCHOOL will shift to mandatory distance learning using Google Classroom and Zoom.



CLEANING

& DISINFECTION

Routinely clean and disinfect surfaces and objects that are frequently touched using an appropriate EPA-approved disinfectant.



Increase the ventilation (air exchange) rate and the percent of outdoor air ventilation.



Clean electronics (tablets, touch screens, keyboards, remote controls), removing visible contamination, if present.





ADDLESTONE HEBREW ACADEMY

STUDENT OR FACULTY ON CAMPUS WITH COVID-LIKE SYMPTOMS



Students that show indications of illness or complain of feeling ill will be sent home immediately.



Students, faculty, and staff with a fever of 100.4 or higher or with symptoms of possible COVID-19 should not be at school and will be sent home immediately (AAP).



Students needing to go home will be escorted to the clinic wearing a mask and isolated until pick-up.



Areas to be disinfected upon child(ren)'s leaving.



Students, faculty, and staff that have a fever of 100.4 or higher must be fever free without the aid of fever reducing medication for 24 hours before returning to school or work.

STUDENT OR FACULTY TESTS POSITIVE FOR COVID-19 (CDC)

QUARANTINE

Quarantine is needed for close contacts with infected person (including siblings and family members of infected individual) at least 10 days based on the symptom onset. The cohort of the sibling(s) do not need to quarantine.

CONSULT & COORDINATE

Consult and coordinate with local health officials determine a course of action for school. Discuss with healthcare professional regarding individual students and staff regarding return to work guidance.

CLEAN & DISINFECT

Close all areas used by the sick person and open outside doors and windows to increase air circulation in areas.

Wait up to 24 hours to allow respiratory droplets to settle before cleaning and disinfecting all areas used by the person who is sick, such as offices, bathrooms and common areas.

If more than 7 days have passed since the person who is sick visited or used the facility, additional cleaning and disinfection is not necessary.

Continue routine cleaning and disinfection.



ADDLESTONE HEBREW ACADEMY

PHASED REOPENING PLAN

| | EC & K | 1ST – 4TH | 5TH – 6TH |
|----------------------------------|---|---|--|
| MONDAY AUGUST 17 | Porch Conferences | | |
| TUESDAY AUGUST 18 | Porch Conferences | | |
| WEDNESDAY AUGUST 19 | Porch Conferences | | |
| THURSDAY AUGUST 20 | Porch Conferences | iPad Pick-Up | Ipad Pick-Up |
| FRIDAY AUGUST 21 | Half day in building for EC <i>K Online Meet & Greet</i> | iPad Pick-Up | iPad Pick-Up |
| MONDAY AUGUST 24 | In Building <i>K Campus Tour</i> | Possible Check in for iPad Usage | Possible Check in for iPad Usage |
| TUESDAY AUGUST 25 | In Building | Online for Grades 2,3,4 <i>First Grade On-Campus Orientation/Tour</i> | Each Grade Online with Assigned Subject Area Teacher |
| WEDNESDAY AUGUST 26 | In Building | Online for Grades 1,3,4 <i>Second Grade On-Campus Orientation/Tour</i> | Each Grade Online with Assigned Subject Area Teacher |
| THURSDAY AUGUST 27 | In Building | Online for Grades 1,2,4 <i>Third Grade On-Campus Orientation/Tour</i> | Each Grade Online with Assigned Subject Area Teacher |
| FRIDAY AUGUST 28 | In Building | Online for Grades 1,2,3 <i>Fourth Grade On-Campus Orientation/Tour</i> | Each Grade Online with Assigned Subject Area Teacher |
| MONDAY AUGUST 31 | In Building | In Building | 6, 7, 8 Online with Assigned Subject Area Teacher <i>5th Tour with Model Schedule</i> |
| TUESDAY SEPTEMBER 1 | In Building | In Building | 5, 7, 8 Online with Assigned Subject Area Teacher <i>6th Tour with Model Schedule</i> |
| WEDNESDAY SEPTEMBER 2 | In Building | In Building | 5, 6, 8 Online with Assigned Subject Area Teacher <i>7th Tour with Model Schedule</i> |
| THURSDAY SEPTEMBER 3 | In Building | In Building | 5, 6, 7 Online with Assigned Subject Area Teacher <i>8th Tour with Model Schedule</i> |
| FRIDAY SEPTEMBER 4 | TEACHER WORKDAY & DEEP CLEAN | | |
| TUESDAY SEPTEMBER 8 | ALL IN BUILDING | | |

More detailed information about the staggered reopening will be coming out soon.



ADDLESTONE HEBREW ACADEMY

REFUND & DISCOUNT POLICY

COVID-RELATED ILLNESS ONLY

EARLY CHILDHOOD

| TYPE OF CLOSURE | RESPONSE | REFUND/DISCOUNT POLICY |
|---|--|---|
| Government Mandated Closure | No Early Childhood classes | 100% prorated tuition for the time mandate is in effect |
| Student(s) tests positive for COVID in classes | The amount of time the whole class is closed to clean the room per DSS/DHEC guidelines | 100% prorated tuition for the time class is closed |
| Student tests positive for COVID (Quarantine 2 weeks) | The amount of time the whole class is closed to clean the room per DSS/DHEC guidelines | 100% prorated tuition for the time class is closed |
| COVID cases threshold per DHEC guidelines | <p>Class is closed due to the threshold number of cases of COVID in class; 2-week quarantine of class.</p> <p>Sibling Exception – Sibling in another classroom will be asked to stay home during the duration of the quarantine</p> | <p>100% prorated tuition for the time the class is closed</p> <p>Early Childhood Sibling – 100% prorated tuition for the time the class is closed.</p> <p>Grades Sibling – K-3rd 25% discount 4th- 8th 15% discount for the amount of time class is conducted online.</p> |
| Voluntary withdrawal of student(s) while school is in session | A 2-week written notice is required to withdraw a student. The 2-week period begins the date the written notice is received and acknowledged by the school. | <p>After the 2-week period concludes:</p> <p>FACTS Payments - Prorated credit will be made to the FACTS account towards the balance.</p> <p>Tuition prepaid in full - You will receive a prorated refund on the balance in the mail by check.</p> |

Tuition is defined as the tuition charged to the family for fiscal year 2021 for each individual child after all discounts have been applied. Discounts may include tuition assistance and any credits applied from fiscal year 2020 to fiscal year 2021.

Tuition will be refunded based only on actual tuition paid.

The Refund & Discount Policy will take effect beginning Tuesday, September 8, 2020.



ADDLESTONE HEBREW ACADEMY

REFUND & DISCOUNT POLICY

COVID-RELATED ILLNESS ONLY

LOWER & MIDDLE SCHOOL

| TYPE OF CLOSURE | RESPONSE | REFUND/DISCOUNT POLICY |
|---|---|--|
| Government Mandated Closure | Addlestone Hebrew Academy will conduct online classes. | K-3rd 25% discount 4th – 8th 15% discount |
| Student(s) test positive for COVID in class | The amount of time whole class is closed to clean the room per DSS/DHEC guidelines, classes will be conducted online. | K-3rd 25% discount 4th – 8th 15% discount for the amount of time class is conducted online. |
| Student that tests positive for COVID (Quarantine 2 weeks) | The amount of time the whole class is closed to clean the room per DSS/DHEC guidelines. | K-3rd 25% discount 4th – 8th 15% discount for the amount of time class is conducted online. |
| COVID cases threshold Per DHEC guidelines | Class is closed due to threshold number of cases of COVID in class; 2-week quarantine of class. Classes will be conducted online. * Sibling Exception – Sibling in another classroom will be asked to stay home during the duration of the quarantine. | K-3rd 25% discount 4th – 8th 15% discount Early Childhood Sibling: 100% prorated tuition for the time the class is closed. Grades Sibling: K-3rd 25% discount; 4th- 8th 15% discount for the amount of time class conducted online. |
| Family chooses for student(s) to learn from home | Student will learn online from home. | K-3rd 15% discount 4th – 8th 10% discount |
| Voluntary withdrawal of student(s) while school is in session | A 2-week written notice is required to withdraw a student. The 2-week period begins the date the written notice is received and acknowledged by the school. | After the 2-week period has concluded: FACTS payments - Prorated credit will be made to the FACTS account towards the balance. Tuition prepaid in full - You will receive a prorated refund on the balance in the mail by check. |

Tuition is defined as the tuition charged to the family for fiscal year 2021 for each individual child after all discounts have been applied. Discounts may include tuition assistance and any credits applied from fiscal year 2020 to fiscal year 2021.

Tuition will be refunded based only on actual tuition paid.

The Refund & Discount Policy will take effect beginning Tuesday, September 8, 2020.