

BSA RETURN TO CAMPUS PLAN 2020-21

Due to the COVID-19 pandemic, schools throughout the world have had to reevaluate many of their existing on-campus procedures and adapt to the new circumstances we face. The Bishop Seabury Academy plan for returning to our campus has been informed by evolving best practices from national educational associations, independent schools, health organizations, and local physicians. These new policies & procedures will be in place during the 2020-21 school year or until this health threat has been sufficiently controlled.

The foundation of this plan involves several layers of protection:

1. Education about COVID-19 & adherence to our safety protocols at school and at home

Students and staff will receive clear and repeated instructions about campus policies and procedures that will significantly mitigate risk of COVID-19 infection on campus. To help mitigate risks on campus and to increase the likelihood our students and faculty can remain on campus throughout the year, Seabury families are strongly urged to implement CDC guidelines outside of school, and parents should direct children to observe the fundamental principles of good hygiene, physical distancing, and face covering protocol at all times.

2. Good Hygiene

Students will be required to wash their hands on arrival in the morning as well as before and after lunch and will be encouraged to use personal hand-sanitizer on arrival to any new space (after it has been cleaned) and at the end of class. Hand-sanitizing stations will be located near every entrance door and in various locations throughout the school. Parents should also plan to send their children to school with a supply of hand-sanitizer.

3. Physical Distancing

Students and staff will generally be required to maintain a minimum of 6 feet distance when feasible. When such distancing is not possible, the consistent use of face coverings provides another layer of protection.

4. Proper Use of Face Coverings

Some form of disposable surgical mask, commercial face mask, or cloth face covering will be required during the school day (in and out of classrooms) as a primary tool for reducing risk of contagion. All students and staff must comply with this expectation unless a documented medical condition precludes this practice.

5. Seabury LIVE

When students and staff must remain off-campus due to family risk factors or quarantine, students will be able to “attend” classes remotely, will have access to course recordings, and may be able to engage in classroom discussion.

Through our vigilance in reinforcing these vital practices, we can return to campus and have greater confidence in a stable and successful school year!

PART ONE: HEALTH DIRECTIVES

The COVID-19 Symptom Chart

There is a list of signs and symptoms that are associated with COVID-19 including:

High-risk symptoms for COVID:

- fever (100.4 or higher, not due to exercise or outdoor temperature)
- new, uncontrolled cough
- shortness of breath/increased work of breathing
- loss of sense of taste or smell

Low-risk symptoms for COVID (and that are new or atypical) include:

- sore throat
- nasal congestion/nasal discharge
- nausea/vomiting/diarrhea
- myalgias (muscle aches)
- headache

Stay Home If You Are Sick!

- Any student or adult who develops one high-risk or two low-risk symptoms (any one of the first group or any two of the second group of symptoms) should be considered to have a “COVID-like illness” and should not attempt to come to campus. Siblings of those students should likewise stay home.
- Any child or adult with only one low-risk symptom is considered less likely to have COVID but should stay home. These individuals will be able to return 24 hours after symptoms have improved, no fever has been present for at least 24 hours (*with no fever reducing medicine*), and no new symptoms have developed. In this instance, siblings are not required to stay home unless they similarly become symptomatic.
- If a student or staff member tests positive for novel coronavirus and/or COVID-19:
 - they may return to school 10 days after onset of symptoms and resolution of fever for at least 24 hours (*with no fever reducing medicine*). A follow-up COVID test is not required.
 - If a patient is admitted into the ICU, then their isolation time is 20 days from symptom onset.
 - Those who test positive and have no symptoms may return to school 10 days after the date when the specimen was collected.
 - Individuals with compromised immune systems or who have been critically ill with COVID-19 may be infectious for a longer period and will be required to take a second COVID test to verify that they are no longer positive or receive a physician’s permission to return to work.

- Students who have been in close contact with someone with a confirmed diagnosis or significant symptoms of COVID-19 or with someone who has been advised by medical professionals to quarantine following their last exposure to the case.

Two-Fold Screening:

- Parents will be required to check students for symptoms every evening and morning, and students will complete a symptom screening on the *rSchool* app each morning before coming to school, including a temperature check.
- Students must remain in their vehicles in the drop-off lane in order to receive a temperature check and a quick questionnaire to verify information in the *rSchool* app.
- Students may not enter the school until cleared to do so.

Protocol for Illness on Campus:

- Any student or adult with one high-risk or two low-risk criteria (any one of the first group or any two of the second group of symptoms) should be considered to have a “COVID-like illness.” They will immediately leave their classroom or building location and be escorted to the designated isolation room where they will be supervised. Exceptions will be made for students/staff with chronic breathing issues related to known conditions (such as asthma, allergies, etc).
 - The student/staff member will be asked about any individuals on campus with whom they have been in close contact (*within 6 ft for 10 mins or more*) starting two days prior to the onset of symptoms.
 - If the student’s symptoms rise to the appropriate threshold of concern, the administration will track the spaces that have been inhabited by the student, restrict students and staff from entering those rooms for 24 hours, during which time the exposure space will receive thorough cleaning.
- Parents of an isolated student with COVID-19 symptoms will be contacted immediately by Betsy or another staff member and asked to pick up their child using the access behind the school.
- Any child or adult with only one low-risk symptom is considered less likely to have COVID but should be sent home. These individuals will be able to return 24 hours after symptoms have improved, no fever has been present for at least 24 hours, and no new symptoms have developed.
- Any sibling of a child identified as having a COVID-like illness will be required to leave the school as well and isolate at home until it is determined if the ill child has COVID.
- Any child or adult (including all family members) with a known or possible COVID contact and with any one symptom in the high-risk category or several symptoms in the low-risk category should be seen by a physician and should have a COVID test if possible; however, when testing is not easily available, it is reasonable to assume an ill individual with a known contact has COVID and notify the Health Department.
 - Symptomatic cases can either contact a provider or may call Lawrence-Douglas County Public Health at 785-856-4343 to schedule a test.

- The school will remain in any close contact with parents of sick children, and in the event a student or staff member tests positive for COVID-19, parents will be notified and some or all of the student body and faculty may be required to stay home for a period of time; Douglas County Health Department will also be notified.
 - Anyone who has been in close contact with a person diagnosed with COVID-19 should remain home, self-monitor for symptoms, and follow [CDC guidelines](#) if symptoms develop.
 - Those who are identified as close contacts by public health will be put into mandatory quarantine.
- Parents should notify the Health Department immediately if someone in their household (adults and school-aged children) has a positive test. Ill teachers or staff should do the same. The school should also notify the Health Department of confirmed COVID infection. The number to call is: 785-843-3060

Communications & Reporting

- In the event that a student is diagnosed with COVID-19, the school will
 - Contact the Douglas County Health Department
 - In cases where no “close contact” has been made since 2 days prior to the presentation of symptoms, the school will assume the risk of contagion with other students and staff is minimal.
 - Any students/staff who have been in “close contact” with someone who is COVID positive will need to quarantine for 14 days.
 - Any students/staff who have been in “close contact” with someone who is *suspected* to have COVID will be isolated until a test confirms the status of the suspected case. However, a negative test will not end that person’s mandatory quarantine.
 - In the event of a cluster of cases, the school may be closed for 2-5 days for cleaning, in consultation with the Health Department.
 - Communicate with parents of students who might have been in close contact while keeping confidential the name of the child who is ill.

At Home:

A successful return to campus requires that all members of our community work together to achieve a common goal. We are asking everyone in the Seabury community to commit to doing their part to keep our community healthy and safe. Your commitment reinforces our shared responsibility to each other that extends from our campus to our homes. Everyone’s participation will be critical to preventing the spread of COVID-19 in the Seabury community. Therefore we ask that all students, faculty, and families, whether on campus or off-campus, agree to the following:

1. Practice good hygiene practices at home, especially proper hand-washing techniques and to adhere to the directives of applicable federal, state, and local government health departments, including the CDC, regarding social distancing in public and wearing face masks in public spaces.

2. If anyone in a student's household tests positive for COVID-19, the parent(s) must notify the main office as soon as possible.
3. If anyone in a student's household has been notified by the Douglas County Health Department that they were in contact with an individual infected with COVID-19, the parent(s) are asked to notify the main office. Based on the circumstances, the student may be required to quarantine for 14 days. During this time, the student will attend classes remotely.
4. Families should avoid unnecessary travel. If a student's family does engage in travel, parents should alert the school if the travel includes [locations in the KDHE travel advisory](#). In such a circumstance, a student may be required to quarantine for 14 days and utilize Seabury LIVE during that time.
5. Students should only bring essential objects to campus each day, and parents should reiterate with their children the School's policies on sharing food, supplies, and other items with other students.

Travel & Quarantine

- Families and staff who have traveled should adhere to the [Travel-Related Quarantine Guidelines](#) published by the Kansas Department of Health and Environment (KDHE) and the CDC for international travel [Requirement for Proof of Negative COVID-19 Test or Recovery from COVID-19 for All Air Passengers Arriving in the United States](#).
- **Please consult these guidelines when planning travel, as student attendance may be impacted if quarantine is mandated.**

Social-Emotional Health

- The COVID-19 pandemic has had a significant impact on the mental health of children, adolescents, and adults in the community. The administration anticipates heightened levels of anxiety and stress this year, especially in our student body. Subsequently, we have expanded the hours that our Mental Health Counselor will be on site to work with students and develop mental health programming for the community. The counseling office is in room 216 and is located off of the new Commons.

PART TWO: SAFETY MEASURES

Face Masks

- Some form of disposable surgical mask, commercial face mask, or cloth face covering will be required during the school day (in and out of classrooms) as a primary tool for reducing risk of contagion. All students and staff must comply with this expectation.
 - In finding the right mask for their children, **parents should prioritize comfort and appropriate fit** so that students can wear the masks for a length of time.
 - Masks should not be fitted with valves.

- Face shields can only be worn in combination with (and not exclusive of) a face mask.
- Homemade cloth masks should be created with two overlapping layers of material.
- Gaiters and bandanas will not be sufficient as face coverings.
- In the rare instance when a medical condition restricts a student or staff member from wearing a face covering, they should contact the administration about alternatives and provide documentation from a physician.
- Families will be asked to stock masks for their children that the individual finds to be most comfortable, but the school will also provide each student with 2 washable face masks in ziplock bags.
 - Students will have the option to pass on accepting masks if they don't need them.
 - The Athletics Director will be responsible for providing masks and other PPE during the year and will keep track of how many have been provided to individuals.
- Students will be trained on [appropriate masks and protocol](#) for wearing them.
- Employees are assumed to provide their own masks and face coverings, but washable and reusable masks (5) will be provided to each employee.
 - Face shields may be used by staff members as an alternative to face masks.
- Staff members may remove masks when alone in an office or classroom.

Classrooms

- Classrooms will be empty of unnecessary furnishings that restrict distancing of desks.
- Student desks will be placed to allow 6 ft distance between students.
- Classroom doors will be propped open during the day; if a classroom door must be shut, only the teacher is allowed to do so.
- Tables will be replaced with chairs & desks when necessary to allow for appropriate distancing.

Passing periods & Hallway Traffic:

- Hallways in Reese Hall and the Almanza Union will be two-directional with stickers on the floor; 6th/7th grade hallways will be unidirectional and flow towards Almanza Union while the 8th/9th grade hallway will flow towards the gym.
- In relevant areas, floor markers will indicate appropriate distancing.
- Lockers assignments will be numbered sequentially from #1-6.
- At the end of the class, teachers will dismiss students by numbered group (starting with group #1), each group staggered in 20 second increments. This staggered dismissal will reduce student traffic and physical contact at lockers.
- Arriving at their next class, students will fill in rows starting from the wall closest to the door--from 1's to 6's--*but leaving seats directly in front of the teacher to be filled last.*
- Students should go to lockers first and then, if necessary, to the bathroom; backpacks should be left outside of the bathroom area while they use those facilities.

Bathrooms

- Bathroom doors will be propped open; specific urinals, stalls, and sinks will be unavailable in order to reinforce appropriate distancing; students will follow queuing protocol specific to each bathroom location.
- Students will have access to bathrooms in the main building, Reese Hall, and the Locker Rooms:
 - The main building bathrooms will be limited to three students at a time
 - Reese Hall bathrooms will be single-use only
 - Locker room bathrooms will accommodate two students at a time
- Students will queue with appropriate distancing to use those facilities.

Classroom surface sanitizing process:

- At the end of the class, teachers will spray desks and chairs in rows with disinfectant as students leave.
- As students enter, they will take seats starting in rows closest to the wall with the door *but leaving seats directly in front of the teacher to be filled last*. If necessary, students will wipe down seats and desk using provided paper towels located at the front of the class; at the end of the class, students will throw away paper towels as they leave the room.
- Parents may want to supply their children with disinfectant wipes if students wish to additionally disinfect their spaces.

Building and equipment cleaning

- All buildings will be thoroughly cleaned at night, including disinfecting handrails, doorknobs and restrooms--according to [CDC directives](#).
- Teachers and staff will clean high touch areas throughout the day with approved EPA-registered disinfectant: classrooms, books or supplies used commonly during the day, desks, shared tables in classrooms.
- Common surfaces will be consistently cleaned throughout the day, some objects (basketballs) restricted, and others (water foundations) deactivated until we feel comfortable making them available in a safe way.

Parent Access to the Facilities

Due to heightened health concerns during the pandemic, access to the campus by anyone other than students or staff will be minimalized.

- Parents and/or guardians must remain in their vehicles during drop off and pick up students outside of the school buildings.
- If a parent has to pick up a child early, the parent must call the school and the child will be available at a designated door.
- In cases where parents must enter the building for a medical emergency, required meeting with an administrator, or other reason deemed appropriate, parents should contact Betsy in advance and will be directed to use specific entrances and exits. In all

cases, parents will have their temperature taken, be asked a short list of screening questions, and be required to wear a mask while on campus.

- Parents will not be allowed access to hallway lockers to drop off lunches, homework, or other items during the day; however, materials may be left on a table in the airlock leading into the main office if the individual is wearing a mask.
- Drop off and pick up times may be staggered to reduce clustering of students entering or leaving the school.

PART THREE: DAILY ON-CAMPUS PROCEDURES

On-Campus Schedule

7:45-8:00 am: Early Drop-off

8:00-8:30 am: Regular staggered drop-off

8:30-8:45 am: Morning Announcements/Chapel in 1st period classroom

8:45am-9:30am: 1st period

9:35am-10:20am: 2nd period

10:20am-10:30am break

10:30am-11:15am: 3rd period

11:20am-12:05pm: 4th period

12:05pm-12:40pm: lunch

12:40pm-1:25pm: 5th period

1:30pm-2:15pm: 6th period

2:15pm-2:25pm: break

2:25pm-3:10pm: 7th period

3:15pm-4:00pm: 8th period

After 4:00 pm: After School activities

Arrival

- Students will **not** be admitted into the building prior to 7:45 am.
- Regular drop-off will begin at 8 am.
- For parents who must drop off children between 7:45-8:00 am:
 - *Middle School* students will receive a health screening at the main entrance, wash their hands, go to their lockers, and then be released to go to an appointed position on the bleachers in the *gym*.
 - *Upper School* students will receive their screenings, wash their hands, go to their lockers, and then be seated in the *Commons*.
 - Students will be allowed to go to classrooms at 8 am.
- Between 8:00-8:30 am, parents will use twin drop-off lanes on the north side of the parking lot, and students will remain in their vehicles until a screening of each student in the vehicle has been completed.

- Students who drive to school will enter the south lanes of the parking lot and fill in parking slots as far to the west as possible. Staff members will screen those students, and all students may enter the school once they have been cleared to do so.
- Parents will not be able to walk children into the buildings. Parents will limit drop-off of supplies and medications and will communicate with Betsy by phone or email before coming into the main office. Arrival times may be staggered to provide reasonable contact reduction.
- Students must be in their 1st period classrooms by 8:30 am.

Morning Meeting/Chapel

- Morning Meeting and Chapel will be broadcast to 1st period classrooms at 8:30 am. Students and staff will have the opportunity to make announcements from their rooms.

Breaks & Study Periods:

- During breaks in the daily schedule, students may congregate with appropriate distancing and face masks in the following areas with supervision:
 - Indoors: gym, commons, classrooms
 - Outdoors: the plaza, north field, the tent
- Open periods (9th-12th grades) and study halls (7th-8th) will function similarly with students assigned to specific rooms and appropriately distanced; open periods may be allowed to occur outdoors as weather allows with students appropriately distanced.

Student Jobs

- Student jobs by grade level will be suspended for this school year as long as large groups gatherings (morning meeting, chapel) and typical lunch procedures (in the Commons) are not taking place.

Lunch

- Students will be released from 4th period to wash their hands at the nearest station and then travel to their assigned lunch room; groups of 5-14 students and 1-2 teachers will be assigned to individual classrooms.
- Students should fill in seats from the back of the classroom so as to provide as much distance from the teacher as possible. Students will eat lunches with appropriate distancing and only after cleaning their hands, desk, and chair.
- The year will begin with the option of catered lunch. The caterer will offer pre-packaged lunches that will be delivered to the student's lunch classroom and distributed by the teacher, but students may also bring lunch from home; catering personnel will be screened before entering the building and will wear appropriate protective equipment in organizing lunches for student pick-up.
- For hygienic reasons, students will not have access to microwaves or refrigerators.
- The school will continue to apply a basic lunch fee per student that will cover the cost of staff lunches, individual packets that include plastic ware, napkin, and salt/pepper for

each student, and a portion of the cost of PPE. (This year, disposable plates will not be provided for hygienic reasons.)

- Cleanup after lunch will be organized by the classroom teacher or supervising teacher. Students can take turns in alphabetical order doing the following tasks:
 - Cleaning desktops
 - Sweeping the floor
 - Taking out the trash
 - Taking out the recycling as needed
- Instead of using the large trash barrels in the hallway, classrooms will be supplied with mid-sized 13 gallon trash barrels to allow individual students to manage removing the trash bags without assistance. Students assigned to trash duty will have gloves available.

Dismissal

- After the end of 8th period, students will be released in the usual staggered formation, #1-6 but with 60 second delay between groups:
 - Students in afterschool activities will go to their appointed locations to change and wait for instructions from coaches/directors.
 - Students who have scheduled pick-up will go to the plaza and go to their respective vehicles (or remain distanced while waiting for parents to arrive).
 - Students who do not have regularly scheduled pick-up should wait in their seats until 4:10 pm and then be excused to the Commons/Scholars Zone area.
 - Students who are not involved in after school programs and will not be picked up until 4:30 will be required to sign up for Scholars Zone and will be charged the regular fee for that program.
 - Student drivers who plan to leave campus directly after school will be encouraged to park on the frontage road, as we may use both driveway lanes for pick-up.
- Students should not congregate in the building after school, and the gym will be closed to all but school-sponsored after school activities. Parents must remain in cars and may not congregate in common spaces.
- Upper school students may leave campus prior to the end of the school day if they have open periods in the final period(s); written permission will be required from parents, and students will not be allowed to miss classes, drop electives, or change their schedule to create this option.

Seabury Live

Seabury Live is designed for students who want to continue their education at BSA this year but who must be off-campus for at least 2 weeks due to medical concerns or required quarantine. While a doctor's note is not required to qualify to enroll in the Seabury Live program, it will help us support the relevant student and family if we understand the reason(s) they are interested in Seabury Live instead of on-campus instruction and programming. Parents should help us understand the circumstances that are motivating this choice and let us know if there are

supports that would be useful for their students. Parents who elect to have their students in Seabury Live after the school reopens on campus should notify the school by August 19. Parents who need to have their student transition to Seabury Live at a later date should communicate with Ms. Czarnecki the Wednesday before the Monday when the student will start in Seabury Live so we can help teachers prepare.

All courses for the 2020-21 school year will be designed to support students learning both in the classroom (when school reopens) and at home (Seabury Live).

- The weekly agenda, all course content, and assignments will be included for each course in Schoology. Schoology will be the primary platform for submitting assignments.
- All activities and assessments will have equivalents for students working from home, both synchronously via Zoom during class time, or asynchronously if needed.
- Students enrolled in Seabury Live will follow the regular class schedule as if they were on campus.
- Students in Seabury Live will be asked to work on posted activities asynchronously or connect via Zoom video conferencing into the classroom with their peers (synchronous engagement).
- When appropriate, lessons or demonstrations will be recorded and archived in Schoology for viewing after class.
- In addition, students in Seabury Live will have access to teachers by appointment via Zoom, and be able to collaborate with other classmates.
- Students in Seabury Live will be expected to participate in their Altera Familia meetings, and will be allowed to participate in extracurricular activities and athletics with permission from the school.
- Students in Seabury Live will be held to equivalent, high standards of academic rigor, integrity, attendance, timeliness, and behavior as students learning on campus. Students in Seabury Live will be assessed and graded similarly to their on-campus peers.

Closed/Changed Spaces

- Seating in social spaces throughout the school will either be removed or carefully spaced and usage restricted.
- The school hopes to provide an outdoor tent for occasional open-air lunch, class, and open period gatherings when feasible.
- Strength & Conditioning classes will occur outdoors and in the gym with equipment appropriately distanced at the margins of that space.
- Locker rooms will be closed during the school day except for the bathroom and staggered changing schedules for after school sports, and students will follow a strict queueing/spacing protocol to use those facilities. Tornado drills will be strictly verbal, but the locker room will be utilized for shelter in the event of a tornado warning.
- Music and PE will be altered in structure to mitigate health risks, and students will perform/practice outdoors or in Commons/Gym with additional distancing and masks as necessary.

- Concessions will not be served during the school year.
- The Computer lab will be closed for the year to all except the Director of Technology. Students and staff will follow a procedure for providing devices and requests to the Director of Technology without sharing the same space. Desktop computers will not be available for public use.
- The school vans will not be in use.

Changes to the Calendar

- In general, we will be focused on the quality of educational contact time and community health over the number of contact dates; in other words, we will not be burdened with making up lost days by eliminating existing holidays or breaks unless the administration and faculty believe such a decision is necessary to fulfill course objectives.
- Decisions have yet to be made about traditional school events (Parent-teacher conferences, Curriculum Night, Convocation, and so forth): events involving larger gatherings will likely occur online.

Commitment to Equity

- Bishop Seabury Academy is committed to promoting an educational system that supports every child's individual growth, health, and wellbeing. The conditions that have arisen from the COVID-19 have disproportionately impacted marginalized and historically underserved communities, exacerbating existing conditions of inequality. In making decisions and developing school policy, the BSA administration will endeavor to direct attention consistently to all school constituencies and promote equitable access to education and resources.

PART FOUR: CONNECTED LEARNING

The Connected Learning program engages all teachers and students working off-campus in the event that they cannot do so safely at school. The curriculum in Connected Learning is the same Bishop Seabury curriculum. The difference is that teachers have adapted the design, structure, and pedagogy to meet the needs of students learning at home, whether they are using technology or not. After the fast and successful pivot to distance learning in spring 2020, school leaders collected survey data and researched best practices in online learning to improve distance learning and develop a revised program for 2020-21. In the summer, teachers worked together in professional development seminars, designed and led by Bishop Seabury teacher-leaders, on tools and strategies for Connected Learning. The result balances students' social-emotional needs with the academic rigor of a Bishop Seabury Academy education.

In the event that local, state, or federal government requires the closure of schools, or if the administration deems that either the level or the nature of contagion weighs too strongly against the measures we are taking to mitigate risk, the community will be notified as soon as possible that the campus will close and Connected Learning will begin. We will return to campus when the School or state authorities believe we may do so again with a reasonable mitigation of risk.

In the event that students must return to Connected Learning within a month of the end of either semester, final exams will be suspended for that period.

Daily Schedule for Connected Learning

Class periods will follow the master schedule, except that on Monday and Thursday classes normally scheduled (see Master Schedule) for periods 1, 2, 5 and 6 meet consecutively in the morning, and on Tuesday and Friday classes normally scheduled for periods 3, 4, 7, and 8 meet consecutively in the morning. On Wednesdays there will be time for advising lunch, clubs and Senate meetings, office hours with teachers, and faculty meetings.

	Monday	Tuesday	Wednesday	Thursday	Friday
8:30 - 8:45	MM	MM	Chapel	MM	MM
8:45 - 9:30	1st period	3rd period	Office hours	1st period	3rd period
9:35 - 10:20	2nd period	4th period	Office hours	2nd period	4th period
10:30 - 11:15	5th period	7th period		5th period	7th period
11:20 - 12:05	6th period	8th period		6th period	8th period
12:30 - 1:00			Advising lunch		Form lunch

Thank you the members of our Reopening Task Force who contributed to the development of this plan:

Betsy Alford, *School Secretary*
Patti Bartley, *Board of Trustees President*
Sonja Czarnecki, *Dean of Students*
Leslie McCaffrey, *Director of Admissions*
Eric Neuteboom, *Director of Facilities*
Brian Rios, *Director of Athletics*
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