

BSA RETURN TO CAMPUS PLAN 2020-21 (revised 5.3.21)

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 encouraged to wash their hands and use hand sanitizer frequently. 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 in classrooms when feasible—and a minimum of 3 feet distance otherwise. Distancing is less important when students are masked and in movement (such as passing periods). Students should wear masks outdoors or maintain appropriate distance without masks.

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 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 has a high-risk symptom should be considered to have a “COVID-like illness” and should not attempt to come to campus.
- Any child or adult with a fever should stay home and can return to campus when 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 should follow quarantine rules

Protocol for Illness on Campus:

- Any student or adult with a high-risk 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 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 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 may contact a provider or 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 10 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 10 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 10 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). **Please consult these guidelines when planning summer 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 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 zip lock 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.
- 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 situated to allow 3-6 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:

- 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.

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.
- If necessary, students will wipe down seats and desk using provided paper towels located at the front of the class.
- 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; water fountains will be 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
 8:00-8:20 am: Regular staggered drop-off
 8:20-8:45 am: Morning Announcements/Chapel (M, W, Th, F) or Advising (T)
 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

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.

Lunch

- Students will be released from 4th period to wash their hands at the nearest station and then travel to their assigned lunchroom; groups of 5-14 students and 1-2 teachers will be assigned to individual classrooms.
- 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.
- 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.
- 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. Czarniecki 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.
- Strength & Conditioning classes will occur outdoors—or indoors with equipment appropriately distanced.

- 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 continue with appropriate 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 be in limited.

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.

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*
Don Schawang, *Head of School*