

The Newton School
COVID-19 Mitigation Health Plan for Phase II
June 22, 2020

Executive Summary (all Newton School responses in blue)

The Newton School would like to operate an in-person summer program for students in grades K-6 from July 6-July 31, 2020 (4 weeks). This would follow phase II guidelines:

- Limited to fewer than 50 people total in large space (Maximum of 40 students, 8 teachers, 2 administrators in 27,000 square feet of space). No outside visitors will be allowed in the building.
- Classes of 4-6 students, grouped by grade/age and together all day. Classrooms are large and re-configured to maintain social distancing and minimize airflow towards others.
- Offered only to current Newton School students and teachers. Attendance is optional and no high risk students or teachers would participate.
- Students enroll and teachers encouraged to work all 4 weeks to provide consistency of groups.
- Social distancing in place (already have large classrooms and a large facility with high ceilings and good air flow). Students would have assigned seats, and individual ownership of computers, headphones, and supplies (no sharing).
- Teachers and Administration wear masks all the time. Students wear masks or face shields in all non-classroom areas (arrival, transitions, departure) and when social distancing not available in the classroom.
- Daily health checks required by parents and also performed at school upon arrival. There would be additional cleaning throughout the day in the facility.
- Education and training provided for teachers, parents and students. Parents and students to sign agreement that they understand all health policies and their role in meeting the requirements. Signage would be up at school to promote behaviors that prevent spread.
- Utilize as much outdoor activity as possible (approximately 25% of the day depending on the weather). The School has the ability to open up part of facility to the outdoors as some walls are actually garage doors since it was originally warehouse space. Canopies have been purchased (10 X 20 feet) for cover in outdoor areas to protect from sun and rain.
- The Newton School would have a complete school closure if any teacher, student or family member is diagnosed with COVID-19. The School would notify the local health department (Loudoun County) immediately and follow appropriate directions from this group.
- Plan would be posted on website at www.thenewtonschool.org and submitted to Private School Council.

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Detailed Plans

Guiding Principles

The Newton School would operate a four week summer program with small, in-person classes, activities, and events. Groups of students stay together and with the same teacher throughout/across school days, and groups do not mix. Students remain at least 6 feet apart and do not share objects.

1) Planning to reopen for Phase II:

- a. Establish a COVID-19 team within the school division and a point person at each school facility.

The Newton School has established a 4 person COVID-19 team, led by the School Director & Founder, Allison Abraham, supported by two experienced teachers. Emily Sklar (Middle School) and Jessica Griffiths (Lower School) and the Administrative Assistant for the School, Nicola Magley. This team has been in place since March, leading the group through the Distance Learning transition.

- b. Know the contact information and procedures for reaching the local health department.

The local health department in Loudoun County Health Services, located at 1 Harrison Street SE, 2nd floor, Leesburg, VA 20175, 703-777-0234. This plan has been provided to and reviewed by this organization.

- c. Plan for health and absenteeism monitoring/approaches.

To monitor health of students and teachers, everyone will have temperature checks upon arrival at school by the administrative staff members and asked the relevant questions regarding their own health and the health of those around them. Students and teachers will be required to stay home if they are not feeling well or exposed to others who have had close contact with a person who has been diagnosed with COVID-19. If someone is absent, the School Director will reach out to the family to determine the reason for the absence.

Students and teachers will have flexibility and no penalties for absenteeism.

Additional teachers will be trained and available to substitute if a teacher becomes ill.

- d. Develop a communications strategy that includes:
 - i. Orientation and training for staff and students specific to new COVID-19 mitigation strategies;
 - ii. Plans for communication with staff, parents, and students of new policies;
 - iii. Plans for how to communicate an outbreak or positive cases detected at the school.

The Health Plan will be posted on The Newton School website at www.thenewtonschool.org and emailed to all parents for review. Parents will be required to sign an agreement that they have read and understand the plan prior to a student attending in-person instruction.

Teachers will receive the Health Plan and training will be conducted at school in person prior to any in person instruction.

Teachers will review the relevant elements of the plan with their students. Reminders will be posted throughout the School.

- e. Participate in community response efforts

The Newton School has been in contact with the Loudoun County Health Department and will assist if needed in any community response.

- f. Prepare your division's student health services:

The Newton School does not have a dedicated health service division since we are a small private school. All teachers are aware to watch for any signs of illness in students, and if so, to bring the student to the School Director or one of the other members of the COVID-19 team for evaluation.

- g. Assure provision of medical-grade PPE for health services staff;

Administrative staff will have access to medical-grade PPE.

- h. Assure and maintain typical (non-COVID-19) health services;

Administrative staff will continue to provide any health services as needed and to teachers upon request.

- i. For the provision of mental health services.

The Newton School staff can refer students and their families to local psychologist who is familiar with the School for any mental health services, if needed.

2) Promoting Behaviors That Reduce Spread of COVID-19

- a. Create an education/training plan for staff, students and families. Consider COVID-19 prevention education (hand washing, staying home if ill, etc.). Education should be part of staff and student orientations and to be sent to all parties before reopening schools and include:
 - i. Hand hygiene and respiratory etiquette,
 - ii. Use of cloth face coverings,
 - iii. Staying home when sick,
 - iv. Encouraging physical distancing.

Education and training will be provided to teachers, parents and students on preventing the spread of COVID-19 as outlined above. Parents will receive emails and text messages. Teachers will receive emails, text messages and in-person training. Students will be educated in person.

- b. Maintain adequate supplies to promote healthy hygiene.

All bathrooms will have an adequate supply of soap, and there will be additional hand sanitizer stations in the school. Disposable masks and face shields will be available as needed for teachers and students.

- c. Provide signs and messaging to promote healthy hygiene.

Signs to be posted at entrance, high visibility areas and in bathrooms as reminders.

- d. Promote physical distancing
 - i. Modify layouts of classrooms, communal areas and buses to ensure social distancing is maintained.

Classrooms and communal areas will be modified if needed. Seating in buses would be one student per seat, facing forward.

- ii. Develop strategies for food/dining services; these should be consistent with plans to optimize physical distancing.

Students and teachers will bring their own food and not share utensils, serving items, or the microwave. Students will eat outside as much as possible or in their classrooms.

- iii. Limit size of gatherings consistent with Executive Orders and impose strict physical distancing place during gatherings.

For Phase II, there would be a maximum of 50 people (40 students and 10 adults) in the school.

- iv. Follow relevant Virginia Phase Guidance for Schools and [CDC guidance](#) for recreational sports for school-related sports and other recreational activities.

The Newton School does not offer school-related sports. Any recreational activities will follow the CDC and Virginia Guidance for Schools.

3) Maintaining Healthy Environments

- a. Plan for daily health screening questions of staff and students.
- b. Hygiene Practices:
 - i. Create cleaning and disinfection protocols that include frequently touched surfaces; transport vehicles; schedules for increased cleaning, routine cleaning, and disinfection; ensuring adequate cleaning supplies and correct use/storage.
 - ii. Provide additional hand sanitizer/handwashing stations.
 - iii. Ensure adequate supplies to minimize sharing to the extent possible (e.g. dedicated student supplies, lab equipment, computers, etc).
- c. Ensure ventilation systems operate properly and increase circulation of outdoor air as much as possible.
- d. Ensure that water systems and features are safe to use after a prolonged facility shutdown.

Teachers and students would be checked upon arrival to school each day (temperature checks, asked a series of questions).

Additional cleaning protocols and schedules will be followed by teachers and cleaning staff.

Students will have their own computers, headphones, books, and supplies as well as assigned seating in the classroom.

All bathrooms will have extra handwashing supplies and there will be additional hand sanitation stations throughout the school.

The School building is well ventilated and garage doors will be opened to increase outside airflow as much as possible. Doors can be opened as needed; windows do not open.

All water fountains will be closed. Students will be required to bring their own water from home.

Water has been turned on often throughout the school closure.

4) Maintaining Healthy Operations

- a. Implement protections for staff and children at higher risk for severe illness from COVID-19.
- b. Align plans for gatherings, field trips and volunteer restrictions consistent with any Executive Order in place.
- c. Implement sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
- d. Train back-up staff to ensure continuity of operations.

Staff and children at higher risk would not participate in the in-person summer school offering.

All gathering would be fewer than 50 people, and any field trips would follow the Phase II guidelines. No volunteers or outside visitors would be allowed in the building.

Staff and students would be allowed to stay home without penalty.

Additional teachers would be trained to ensure continuity of operations.

5) Protecting vulnerable individuals (e.g. 65+, underlying health conditions):

- a. Create policy options to support those at higher risk for severe illness to limit their exposure risk (e.g. telework, modified job duties, virtual learning opportunities).
- b. Implement flexible sick leave policies and practices that enable faculty, staff and students to stay home or self-isolate when they are sick or have been exposed.
- c. Develop policies for return to class/work after COVID-19 illness.

During Phase II, no vulnerable individuals would be working at The Newton School.

6) Preparing for When Someone Gets Sick

- a. Separate and isolate those who present with symptoms.
- b. Facilitate safe transportation of those of who are sick to home or healthcare facility.
- c. Implement cleansing and disinfection procedures of areas used by sick individuals.
- d. Develop a communications plan with local health department to initiate public health investigation, contact tracing and consultation on next steps.

If a person presents with symptoms, they would be isolated in a classroom not in use and a parent would be contacted immediately for pick-up. All school areas would be cleaned and disinfected within a 24 hours wait period prior to any further use. The student information would be provided to the local County Health Department and the family would be provided this information for follow-up.

7) Planning to close down if necessary, due to severe conditions.

- a. Determine which conditions will trigger a reduction in in-person classes.
- b. Determine which conditions will trigger complete school closure.

Since we are a small school with a high proportion of siblings, if a student or one of their family members tests positive for COVID-19, the in-person summer instruction school program would be closed and prorated refunds would be provided to families.

8) Overnight boarding schools should consult *the Virginia Higher Education Reopening Guidelines* and [guidelines for Congregate Settings](#) for additional information and recommendations.

Not applicable.

The Newton School

Parent Agreement

I have read and understand The Newton School Health Plan and agree to abide by the rules set forth including:

- To help my child follow the rules set out by The Newton School including social distancing, wearing a mask and hand washing. I understand that my child will not be able to attend the School program if he or she cannot follow these rules.
- To not send my child to school if he or she shows any signs of illness.
- To notify The Newton School if my child or anyone living in my household is diagnosed with COVID-19.

Parent Name (printed)

Signature

Date