Solomon Schechter Day School
of Greater Hartford

SAFE RE-OPENING HANDBOOK

Disclaimer: This document is intended to provide guidance for the parents of the Solomon Schechter Day School of Greater Hartford as part of the re-opening of the School in the Fall of 2020. Information and guidance contained herein does not constitute medical or legal advice with regard to any processes, procedures, guidance or requirements documented in this Handbook.

Table of Contents

I. Introduction *3*

II. Guiding Principles *4*

1. **Overall Goal** 4
2. **Adaptability :** 4
3. **Community** 4
4. **Limitation of Exposure** 4
5. **Maintenance of Healthy Habits:** 4
6. **Containment of Outbreaks** 4

III. Health and Safety *4*

a. **General Classroom Guidelines** 4

i. **Handwashing:** 4

ii. **Masks:** 4

iii. **If a child becomes ill during the day with potential COVID-19:** 5

iv. **Early Childhood ("EC"):** 5

v. **Lower school/Middle school (K-8):** 6

b. **Facilities and Supplies** 6

IV. Procedures for Transition Times *7*

a. **Drop Off:** 7

iii. **Students Arriving by Car** 7

iv. **Students Arriving by Bus** 7

b. **Late Arrival and Appointments:** 8

c. **Pick Up:** 8

i. **Students Leaving by Car** 8

ii. **Students Leaving by Bus** 8

iii. **Early Childhood Dismissals** 8

iv. **Tzaharon** 9

v. **Support** 9

V. Teaching and Learning Safety and Versatility *9*

a. **Self-Contained Classes** 9

ii. **Unified Arts** 9

b. **RELISH** 10

c. **Classrooms and Related Procedures** 10

i. Classroom Cleaning 10

ii. Masks 10

iii. Water Fountains 10
iv. Cubbies/Lockers 10
v. Library/Book Selection 10
vi. Classroom Instruction 10
vii. Whole-Class Instruction/Activities 10
viii. Small Group Instruction 10
ix. Lunch 11
x. Recess 11

d. Virtual Teaching and Learning 11
i. Students 11
ii. Teachers 12

VI. Parent Events and Communication 12

a. Parent Events 12

i. All parent events will take place virtually. These include: 12

b. Mental Health 12

VII. COVID-19 Management 12

a. Before Someone Becomes Ill 12
1. Symptoms 13

b. When Someone Becomes Ill 13

VIII. Appendices: 15

PCP Return to School Form 17

I. Introduction

Dear Schechter Community,

In preparation for a safe reopening of our 2020-2021 school year the Pandemic Response Team has been working tirelessly to put together the school's "Safe Reopening Handbook." Every protocol in the handbook stems from our guiding principles and 100% commitment to creating an environment that is as safe as possible, recognizing that no environment reduces risk to zero. Plans for safe reopening of Schechter seek to mitigate risk as much as is reasonable and is predicated on our community adhering to all CDC health guidelines and to the protocols Schechter has put in place.

As we prepare for a safe reopening it is contingent upon every family to prepare for eventual closures and for their children to be home for periods of time with suspected symptoms, following an exposure or testing positive for COVID-19. Please begin making as many arrangements as possible for childcare for these circumstances. In order for us to maintain the safety of our school community, we must each be prepared to remain home for COVID-19 symptoms (including fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea) until the individual is cleared by a physician.

This is a living dynamic document, guided by and based on consultation with members of the Pandemic Response Team and academic and medical resources such as the CDC and state and local guidelines. The document lives on our website. At any point where a change is made to this handbook you will be sent an alert and a link to the revised document. Please look out for any alerts of which you must be aware.

Should you have any questions or need any additional information in regard to this Handbook, please contact our office:

Phone: (860) 561-0700
Email: akasper@ssds-hartford.org

Thank you,

Andrea Kasper, Head of School

II. Guiding Principles

1. **Overall Goal:** Solomon Schechter Day School of Greater Hartford's ("Schechter") goal is to minimize risk with regard to our students, family and faculty during the COVID-19 pandemic. These guidelines are aimed at working to lower the risk of a COVID-19 resurgence and keep our Schechter community safe and healthy within reason, given the circumstances.
2. **Adaptability** : Flexibility and change are to be expected. As circumstances evolve, so too will the community's needs. We commit to maintaining awareness of those needs, and we are willing to work within those needs to maintain everyone's safety and health.
3. **Community**: The Schechter community refers only to student and all employees. No other persons will have access to the building.
4. **Limitation of Exposure:** Consider each class as a self-contained pod as much as possible:
    a. Classroom pods have been established and as much as is possible, those pods remain closed. There are some faculty/staff who will move among the pods as necessary.
    b. Outdoor teaching areas are established for each class and will be used as much as possible.
5. **Maintenance of Healthy Habits:** Ongoing education and reminders regarding hand-washing and correct mask use will reinforce healthy habits.
6. **Containment of Outbreaks**: The guidelines for management of potential and actual Covid-19 exposures or illness are detailed in Section VIII of this handbook. The resources that have been used are included in the reference section at the conclusion of the handbook.

III. Health and Safety

a. General Classroom Guidelines

i. Handwashing:

1. Wash in and wash out of every room; soap and water are preferred.

ii. Masks:

1. Staff must wear masks at all times. Face shields are optional but do not replace masks.

2. Comfortable masks that cover the mouth and nose must be worn by K-8 students while inside the building. Guidelines for acceptable masks and how to use them are included in our resources list at the end of the handbook. Ideally, staff and child/ren will have practiced wearing different masks and their favorite, well-fitting and comfortable masks can accompany them to school. If there are questions regarding acceptable masks, please direct them to the Schechter Nurse.
3. All masks must fit comfortably over the nose and under the chin and stay in place while talking, laughing, etc.
    a. Gators are not acceptable.
    b. Masks with vents are not acceptable.
4. K-8 students will keep a mask with them at all times and must wear a mask whenever they move from their seat and when asked to wear them (ex. When working with a teacher individually, in a small group or at any time that distancing is not available). In addition, singing outside requires wearing a mask and physical distancing.

iii. If a child becomes ill during the day with potential COVID-19:

1. Each class has an assigned and prepared room into which the class can move.
2. The original room will close for 24 hours and then be cleaned and disinfected.
3. The Ill student is taken by the nurse to the nurse's office. Nursing protocols will be activated.

iv. Early Childhood ("EC"):

1. EC students 3 years of age and older are required to wear masks.
2. EC students will be able to remove their masks for eating, drinking and nap time.
3. EC students are not required to physically distance (aka "socially distance").
4. Frequent hand hygiene is strongly encouraged.
5. Use of cloth/felt play materials is discouraged.
6. Frequent cleaning of non-cloth materials will limit spread of other infections that could trigger a shutdown.

v. Lower school/Middle school (K-8):
    1. Comfortable masks should be worn in and outside the classroom.
    2. Acceptable distancing is 3-6 feet. Greater distancing if preferred when feasible; this is consistent with the World Health Organization ("WHO") (5/10/20) considerations for school-related public health measures and the American Academy of Pediatrics recommendations found in our references section.
    3. Wash-in/wash-out whenever transiting between areas and before and after eating. Washing with soap and water is preferred.
    4. Cell phone collection (middle school):
        a. Each student wipes his/her phone and puts it in the designated drawer.
        b. Phones will be returned at the end of the day.

b. Facilities and Supplies

i. HVAC, Positive Air Ventilation, and Filtration: All filters in the building HVAC system are to be replaced on an annual basis.
ii. Cleaning and Sanitation – Avery Cleaning LLC, our contracted service, will be following all CDC COVID-19 cleaning guidelines.
iii. Signage: Clear signage will be present throughout the building to designate walking direction and safe physical distancing procedures. Signage will be posted on entryways that specifies that all people, faculty/staff included, must wear face masks upon entry to the building with the exception of EC students.
iv. Nurse Facilities Protocol: General first aid will be dealt with in the classrooms by the classroom teams. The nurse will have two rooms to use: one isolation room for students waiting to be picked up and one for other visitors.
v. Emergency Communication: At the start of the school year, parents will enroll in the HoneyWell Instant Alert program, and may be reached by the school administration at any time using this system.

IV. Procedures for Transition Times

a. Drop Off:

i. There will be no early care option offered at this time.

ii. Drop off will run from 7:50am-8:30am.

iii. Students Arriving by Car

1. Families are to pull into the *circle doors* where they will be greeted by faculty and staff for an in-car health screening (all faculty, staff and students). Once the screening is complete and the student(s) are given permission to enter the school, the child(ren) will exit their car, *wearing masks* and walk through the circle doors directly and proceed to their classrooms. Classroom teachers will be there to welcome the students and provide activities while the students arrive). Children in EC-Parparim will be escorted by one of their teachers to their classrooms.
2. If the faculty/staff determine, at their sole discretion, that a child cannot come to school, then the child's parent and/or guardian will be required to have the child cleared by the child's pediatrician before they return to school. The child's return can be on the same day.

iv. Students Arriving by Bus

1. Students will exit the bus, with their masks on, and stand on the 6ft markers for health screening. Once the screening is complete and the student(s) are given permission to enter the school, then the students will proceed directly to their classrooms.
2. If the faculty/staff determine, at their sole discretion, that student is unwell, the student will be escorted to the nurse's office and the child's parent(s) or guardian(s) will be called to promptly pick up their child(ren). The student(s) to be picked up will remain in the new designated (isolation) room adjacent to the nurse's office.

b. Late Arrival and Appointments:
   i. Please call the main office upon your arrival. (860) 561-0700 The nurse (or other staff) will meet your child(ren) at the circle doors to conduct the health screening before the child(ren) enter(s) the school and goes to his/her classroom.
   ii. For a mid-school day appointment, please call the front office to ask for your child(ren) upon your arrival to the school. Your child(ren) will be dismissed from the *front/main doors* of the school.
   iii. When returning to school after a mid-school day appointment, please follow the procedure for a late arrival.

c. Pick Up:
   i. Students Leaving by Car
      1. Students will line up in assigned classroom locations with a teacher. As the parent or guardian drives to the circle, the faculty/staff on duty will walkie inside for the student(s) to come out to the parent or guardian. If the student is not ready at that time, the faculty will ask the parents to move around the circle again.
   ii. Students Leaving by Bus
      1. Students will meet in the front lobby of the school and line up by bus. They will board the buses at the front of the school. The lobby areas will be designated by bus and include 6ft social distancing markers.
   iii. Early Childhood Dismissals
      1. Early childhood has two additional dismissals, at 12:45pm and at 2:00pm.
      2. T'marim students will wait for their parents or guardians in the vestibule at the back circle doors. Parents or guardians are to park in the back parking lot and walk up, wearing masks, to the circle doors where each child will be dismissed.
      3. Dubonim and Shkedim parents will park in the back parking lot and walk to the outside doors, wearing masks,

of each of the classrooms for a direct dismissal from each classroom.

iv. Tzaharon

1. All students in Tzaharon, our extended day program, will proceed to the cafeteria and remain masked. The cafeteria will be marked off in groups by class where the students can continue to interact with others in their classroom pod.
2. When picking up students from Tzaharon, parents should drive to the circle doors, and then inform the office of their arrival by calling (860) 561-0700, ext. 142. Your child(ren) will be escorted outside for pickup.

v. Support

1. Leaving the classroom for a one-on-one session with academic supports such as speech therapy or occupational therapy is treated as a "clinic visit"- wash in and out and wear masks. Rooms will be wiped down after the "visit".

V. Teaching and Learning Safety and Versatility

a. Self-Contained Classes

i. Each classroom and its team of teachers will, as best as possible, remain as a self-contained pod. Each pod has its own bathrooms to use that will not be used by other classrooms. Classrooms will have systems for social distancing using milk crates, carpet squares, hula hoops, etc.

ii. Unified Arts

1. Gym - will be held outside, weather permitting.
2. Music - will be held outside, weather permitting. As of now, there will be no singing inside in grades K-8.
3. Art - will be held in the classrooms with the teacher. Students will not be going to the art studio.
4. Music Technology - will meet in the music tech studio and an additional room, as needed.
5. Makerspace - Each room is assigned to one class, so that spaces are not shared.

b. RELISH

i. RELISH will be held virtually (via Zoom or similar), every Friday afternoon after pickup times, so that children can enjoy RELISH at home.

c. Classrooms and Related Procedures

i. Classroom Cleaning: Classrooms will be thoroughly cleaned according to CDC guidelines every day. Students (age appropriate) will wipe down their spaces before and after they eat and as needed.

ii. Masks: All students including Early Childhood (EC) and K-8 must wear masks inside the building. Each child must have at least 5 masks in school and bring them home to clean. The school will not provide masks to the students.

iii. Water Fountains: Water fountains will not be used. Students will fill their own refillable bottles in the classroom sinks.

iv. Cubbies/Lockers: Middle School students' lockers will be widely spread apart. Lower school cubbies will be numbered, and time spent at the cubbies will be planned with even and odd numbered cubbies being accessed at different times.

v. Library/Book Selection: Social distancing will be maintained. Book selection will be made one student at a time. Books will be returned into a milk crate and be re-shelved by the teacher the following day.

vi. Classroom Instruction: When possible, students will utilize outside space for their learning. Morning Meeting and Tefillah will, as much as possible, take place outside. Singing can only happen outside (K-8) socially distanced.

vii. Whole-Class Instruction/Activities: Social distancing of between 3-6ft will be maintained as much as possible within the classroom. Spaces on the floor will be marked in various fashions according to each classroom. Outside, if possible, places for seating will be marked using various materials as markers (e.g., crates, carpet squares, hula-hoops, etc.). While seated at tables, students will be at least 3 feet apart.

viii. Small Group Instruction: Students will continue to work with teachers in small group instruction, maintaining at least 3 feet

of social distancing as much as reasonable. Teacher will wipe off the shared table between groups.

1. Students who usually move to another classroom for instruction will join that small group instruction via *Zoom* or *Google Meets*.

ix. Lunch: All students will eat outside or in their designated classrooms. A designated teacher from each classroom will help bring the school lunches to their respective classroom. Students (where age appropriate) will properly wipe off their eating area before and after they eat. Students will wash their hands before and after they eat.

x. Recess:

1. Students are not required to wear masks outside.
2. Recess will be one class at a time.
3. Each class can use the black top and the fields. No gaga, no huddles, no contact sports, minimize physical contact, faculty will assist students to develop strategies that help maintain physical distance.
4. The playground will be on rotation with one class using the playground per day.
5. Each class will have its own set of recess balls that will come in and out with the class for that class' use.
6. The blacktop will be prepared with painted games.
7. Early Childhood will rotate among three outdoor play areas.
8. Two teachers on duty for every class - rotate in unified arts and admin (outside and safer)

d. Virtual Teaching and Learning

i. Students: In the event that your K-8 child(ren) is/are unable to physically attend school and is well, he/she will be able to attend classes remotely in accordance with the regular school day schedule. Emphasis will be given to the small group instruction. The parent or guardian will be responsible for picking up all necessary materials from the school and coordinating this arrangement with the classroom teachers.

Parents and teachers together will decide how much virtual instruction is necessary and developmentally appropriate for each child.

ii. Teachers: In the event that a K-8 teacher cannot be in school physically and is well, he/she will teach remotely as is developmentally appropriate.

VI. Parent Events and Communication

a. Parent Events

i. All parent events will take place virtually. These include:

1. Curriculum nights;
2. Parent-Teacher conferences;
3. Any school presentations that may happen.

b. Mental Health

i. Schechter teachers will collaborate with a team comprised of the School Counselor/nurse/parents and/or guardians to assess each student's emotional health needs.

ii. The School counselor will be available for parental and/or guardian support, as needed, via phone, email and/or online platform (i.e., *Zoom*). Confidentiality will be maintained.

iii. Schechter teachers will provide virtual tours of classrooms for students and parents and/or guardians, via an online platform, prior to the start of school and as needed to maintain communication about the physical learning environment to alleviate anxiety (e.g. changes in physical space, etc.)

iv. Ongoing faculty trainings/workshops will be conducted by Schechter to enhance its teachers' proficiency in evaluating the social/emotional needs of students.

VII. COVID-19 Management

a. Before Someone Becomes Ill

i. It is crucial that staff, teachers and families are familiar with Covid-19 symptoms and should not come to school if there is any concern that they are ill. To maintain our healthy

community, school officials must be contacted if they or anyone in their household have COVID-19 symptoms, are diagnosed with COVID-19, are waiting for test results or have been or potentially been exposed to someone with symptoms or someone who is potentially ill or has been exposed. If the Schechter Nurse determines that a community member has a potential exposure, i.e. they have been in the company of a person with suspected or actual COVID-19, they will be referred to their primary care provider to determine the need to quarantine, the length of quarantine and the need for family members to be excused from school.

1. Symptoms include: fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea
2. If the parent, staff or faculty is unsure if they have had an exposure, the Schechter Nurse can be contacted and provide guidance as to whether consultation with the private physician is indicated per DPH guidelines.
3. Contact Information: nurse@ssds-hartford.org; 860-561-0700

b. When Someone Becomes Ill

i. In the case of a student, staff or faculty who becomes ill during the school day, an isolation room has been set up next door to the nurse's office until they can be safely transported home. Parents must pick up ill children promptly. In the event of an emergency, school personnel will use their judgment to arrange appropriate transportation. The Schechter Nurse will assess the situation and will determine whether siblings or family members should be dismissed from school at the same time based on DPH guidelines.

1. Management will be in collaboration with the school nurse.

ii. Schechter policies and procedures must be followed to allow safe return to school:

1. The first step relies on each student's primary physician (or other appropriate doctor if the ill individual is a faculty or staff member) to determine whether the individual has had a potential or actual exposure to COVID-19, or has potential or actual COVID-19 infection. Parents will present the pediatrician with the attached letter and return it to the Schechter Nurse.
2. The Schechter Nurse will confirm that the management plan of the pediatrician is consistent with DPH guidelines before the individual returns to school.
3. In accordance with state and local laws, the school will notify health officials, staff and families of cases of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act ("ADA") and advise those who had or have close contact with a person with COVID-19 to stay home, self-monitor for symptoms and follow CDC guidance if symptoms develop.
4. DPH has published very clear guidelines regarding the management of ill children linked here.
5. If there is a question regarding the management of siblings or the classroom, the decision will be made by the school nurse in consultation with DPH.
6. Management of chronic conditions such as allergies can be managed in collaboration with the school nurse.
7. Ill children may be outside, with an adult, instead of in a room while waiting for parents.
8. Regarding siblings and family quarantine, decisions will be managed in consultation with the school nurse and DPH on a case by case basis.

VIII. Appendices:

a. CTReopeningSchools
b. American Academy of Pediatrics: COVID-19 Planning Considerations: Guidance for School Re-entry
c. NEJM: Is It Safe for Me to Go to Work? Risk Stratification for Workers During the COVID-19 Pandemic
d. CDC, Considerations for Schools
e. CDC, K-12 Readiness and Planning Tool
f. Mass General, COVID-19 School and Community Resource Guide
g. CT-DPH, Addendum 5

Revision History

Version Number	Description of Changes Made	Date of Revision
1.0	Initial Version	July 27, 2020
2.0	Revisions made for clarification after "Town Hall meeting"	August 21, 2020
3.0	Revised policy Re: masks in EC, and clarification of tzaharon pickup procedure.	September 15, 2020

PCP Return to School Form

Date _____

Regarding patient: _____ DOB _____ who is a student at

You are receiving this because the above named patient:

- ❑ Experienced symptoms felt to potentially be COVID 19 related.
- ❑ Reported a known exposure to someone with COVID 19, or a reported a family member is quarantined because of a known exposure
- ❑ Student was asymptomatic but had testing that was positive for SARS-CoV-2 (PCR not antibody testing)
- ❑ Travel ban: Student has traveled to areas currently in the state of CT travel ban.
- ❑ Other _____

Decisions regarding return to school must be consistent with DPH guidance and State of Connecticut Executive Orders. Please complete the note below and submit to nurse@ssds-hartford.org so it can be reviewed before the student returns.

Thank you,

Jaime Kramer RN BSN
School nurse

_____
Date

I am the primary care physician for the above named patient and I have evaluated the patient due to the above information. (check all that apply)

- ❑ Based on my evaluation, the patient may return to school on _____(date).
- ❑ Based on my evaluation, the return to school date is TBD
- ❑ Based on my evaluation, the rest of the class has an exposure for which they should quarantine.
- ❑ The following information may be helpful regarding this illness/exposure

_____

_____

_____ _____
Printed name License number

_____ _____
Signature Date

_____ _____
Office Phone Office fax