

AT A GLANCE



RETURN TO CAMPUS
PLAN: JULY 2020

LETTER FROM THE HEAD OF SCHOOL

Dear Parents,

Throughout the summer we have been communicating with you about our plans for re-opening the 2020-2021 school year. The leadership team and faculty/staff at St. Richard's have been hard at work preparing for this fall, and we want to share our plans in more detail, knowing they remain subject to change.

We have received helpful guidance from state and local government agencies, national organizations such as the American Academy of Pediatrics, and school experts through the National Association of Independent Schools. All of our plans have also been reviewed by our Back to School Advisory Task Force and faculty and staff. With the recent rise in cases both nationally and locally, we are remaining in close contact with key experts and continuing to refine our contingency plans.

Our plan is largely based upon key preventative measures that together have been effective in reducing the spread of COVID-19. We need your help this summer preparing your children for our new way of operating at St. Richard's which is described in this document. This includes wearing a mask, practicing physical distancing, washing hands, and using good hygiene. We also ask that families thoughtfully consider travel plans this summer, particularly prior to the start of school. These preventative measures will only work if everyone participates fully, including our students. It is important to recognize that all of our efforts can greatly reduce the risk associated with attending school but not eliminate it.

To ensure easy communication through a single point of contact, Mrs. Nikeesha Pittman will serve as our parent contact as we work our way through these new conditions at school. She can be reached at 1-317-646-0117 and npittman@sresdragons.org. Please reach out to her with any possible COVID-19 contacts, concerns, or questions. Prompt communication and action will be critical during this period. We anticipate sending additional communication related to COVID-19 the first week of August. This will include a waiver for all parents to complete and a more detailed explanation of the steps we will take should we have a positive case of COVID-19 in our community. Please also note that you will receive an invitation tomorrow to join us for an SRES Town Hall meeting next week.

The leadership team, board executive committee, and task force have thought deeply about returning to school in person, and we continue to believe this is the best decision for our school community. We also carefully reviewed our parent survey results, which overwhelmingly support a desire to return to campus. The Indiana State Health Commissioner and Marion County Public Health Director advocate returning to school in person, and the American Academy of Pediatrics states the following:

“all policy considerations for the coming school year should start with a goal of having students physically present in school. The importance of in-person learning is well-documented...”

However, all of us should be prepared to pivot quickly if changing conditions demand that we do so. We are continuing to prepare for all scenarios and invested in professional development and new technology to ensure our remote learning plan is ready for implementation.

So here we go. We will need your full cooperation and patience. This is going to be challenging, but we believe our educational approach, school size, dedicated faculty, and earnest students will allow us to be successful. Go, Dragons!

David Amstutz
Head of School

Rosalia Morquecho
Board of Trustees President

TABLE OF CONTENTS

HEALTH AND WELLNESS POLICIES (pages 4-6)

Masks and Mask Guidelines
Attending School and Remaining at Home
Travel
Remaining at Home
Physical Distancing

STUDENT EXPERIENCE MODIFICATIONS (pages 7-8)

Physical Activity and Uniforms
Gatherings
Nutrition
Belongings
Drop-off and Dismissal
Aftercare

BUILDING MODIFICATIONS (page 9)

Cleaning
Personal Protective Equipment
Air Flow
Enhancements
Signage
Individual Materials

RESOURCES (pages 10-11)

REQUIRED HEALTH & WELLNESS COMMITMENT (page 12)



HEALTH AND WELLNESS POLICIES

MASKS

As recommended by the CDC and until further notice, all members of the community must wear masks as they arrive and remain on campus. It is expected that there will be times when students are outside and physically distanced that they will be allowed to remove the masks as the reduced risk of virus transmission will allow for this. In addition to eating or drinking and particularly in younger grades, there may also be times when all students are physically distanced in the classroom and masks can be removed for a limited period of time. Students may wear the mask of their choice as long as they follow the SRES mask guidelines (see below).

SRES employees will also wear cloth masks at all times unless working independently in an office without interruption. Students and employees will not be permitted into the building without a mask. Should students forget masks at home, the school will provide disposable masks prior to them entering the building. The front desk will also sell a limited quantity of masks to families.

Students and all SRES Employees will do the following:

- enter the building with a cloth mask,
- wear the mask until directed otherwise (students will be provided with a bag to store the mask if not wearing during the day while eating, drinking, etc.),
- wear the mask until they have left the SRES campus,
- repeat this process each day with a clean mask.
- Families facing financial hardships may request masks free of charge by emailing mgerritzen@sresdragons.org. As students will need to wear a clean mask each day, parents should plan on securing at least 3 masks per child. It is important that all parents encourage their children to wear masks this summer so they are comfortable with this routine.

SRES MASK GUIDELINES

All masks worn at SRES should do the following:

- fit snugly but comfortably against the side of the face and under the chin
- completely cover the nose and mouth
- secure with ties or ear loops
- include multiple layers of fabric
- allow for breathing without restriction
- sustain laundering and machine drying without damage or change to the shape
- be any color or pattern but not include words, symbols, or characters on them or distract the learning environment (Early Childhood students may choose to wear masks with age-appropriate animations/cartoon figures)

CHILD MASK PROVIDERS

While there are many mask providers parents may choose from, SRES recommends the following for children's sizes:

- LandsEnd.com
- Stringking.com
- Shopdisney.com
- Oldnavy.com



HEALTH AND WELLNESS POLICIES

ATTENDING SCHOOL & REMAINING AT HOME

The CDC has clear guidelines on mandating individuals to remain at home if exhibiting any COVID-19 symptoms, and St. Richard's will strictly enforce these.

St. Richard's asks that parents conduct home screenings prior to dropping their children at school each day, including taking their temperature. Teachers will also ask students to report how they are feeling at the start of each morning. All members of our community should familiarize themselves with COVID-19 symptoms and will submit a daily electronic form indicating their understanding and commitment to self-reporting. Those exhibiting symptoms while at school or those who have had close contact with persons who have tested positive for COVID-19 will undergo additional screenings and will be isolated in a designated room until a parent arrives. Parents should have plans in place for picking their children up within one hour of receiving a phone call from the school. Please note that St. Richard's has also increased the amount of time individuals must remain out of school until fever free without medication to 72 hours (previously 24 hours) for any illness.

Upon a confirmed diagnosis of COVID-19, St. Richard's will contact the Marion County Public Health Department (MCPHD) for guidance on the next appropriate steps to protect the individual and our community. Contact tracing will likely be conducted by the department, and SRES will assist with this process and communicate with families as advised by the MCPHD. The school will balance the need to maintain privacy of our community members with the need to keep our families informed. The guidance of the MCPHD will determine when and if a student and/or family name will be communicated. Testing, quarantining, seeking medical advice from a physician, and remaining at home monitoring possible symptoms may be required for the individual as well as members who were in close contact with him or her. If a family member of an SRES community member tests positive or is quarantined due to COVID-19, as indicated by the Indiana State Department of Health, those in the household should also stay home for a minimum of two weeks.

Travel

The CDC has also identified safety precautions for individuals who have returned from travel, and St. Richard's will follow these guidelines and will remind parents of these precautions in advance of breaks.

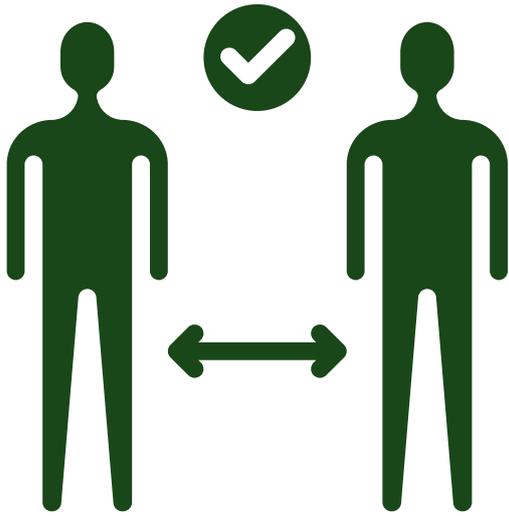
Remaining at Home

Should students need or choose to remain home due to quarantining, illness, or concerns related to being immune compromised, the appropriate division head should be contacted as soon as possible. Arrangements will be made for the student to be provided with work and live teaching segments when possible. While different than being on campus, the need for students to remain at home for health related concerns is of the utmost importance for the upcoming school year. Faculty members will work with students and their families to provide ample time for work to be completed under these circumstances.



HEALTH AND WELLNESS POLICIES

PHYSICAL DISTANCING



In following the Center for Disease Control's Recommendations, St. Richard's will strive to have all community members practice physical distancing, maintaining a minimum distance of 6 feet between one another while on campus. A variety of steps will be in place to encourage the success of this, knowing that additional precautions such as the wearing of masks, using outdoor spaces, and frequent hand-washing will help reduce the spread of COVID-19 when optimal physical distancing is not possible.

CLASSROOM AND SCHEDULE MODIFICATIONS TO ACHIEVE PHYSICAL DISTANCING

Classrooms will be designed to maximize spacing between students following the Rosner Model. This will include the rearrangement of desks and tables, a reduction of furniture and miscellaneous items in the classrooms, increased space between students and teachers and a possible reduction of the number of children per classroom.

Student and staff groupings will remain consistent as possible to minimize the number of close contacts throughout the day.

As in past years, the schedule is created over the summer and shared prior to the first day of school. We anticipate fewer transitions throughout the school day and an intentional scheduling of classes and passing periods to reduce traffic in the hallways. While protecting the core of the St. Richard's experience, there will be minor adaptations in our approaches as well as the location and frequency of some classes.

Hallways will be designated with directional reminders and place marks to indicate 6 feet of distance.

Restrooms will be assigned to various grade levels and a maximum number of occupants will be enforced.

Drop-off and pick-up procedures will be updated to reduce the number of individuals in one entrance.

The playground and other common spaces will be assigned/designated, and the use of the Dragon Café for eating will be suspended until further notice.

The water fountains will not be used; as developmentally appropriate students can use the touch-free water bottle stations. Students are encouraged to bring water bottles from home.

STUDENT EXPERIENCE MODIFICATIONS

STOP THE SPREAD, PHYSICAL ACTIVITY AND UNIFORMS, GATHERINGS, NUTRITION, BELONGINGS, UNIFORMS AND FIELD EXPERIENCES



Stop the Spread

In an effort to decrease the spread of COVID-19, there will be an increase in hand-washing, a decrease of shared materials, an emphasis on good hygiene, and limits on interactions within the classroom, hallways and common spaces.

Physical Activity and Uniforms

The need for physical exercise and to be outdoors will be extremely important while adhering to physical distancing throughout the school day. Faculty and staff will be encouraged to have students take frequent breaks and make use of outdoor spaces when possible. Yoga mats will be used outside on a regular basis, and SRES will ensure a cleaning regimen for these as they will remain at school. Recess and physical education as well as classroom breaks will be carefully orchestrated to ensure students practice physical distancing. A less formal uniform option, including the option to wear all black or all brown comfortable/athletic shoes (matching soles with the shoes), will be offered during warmer months to ensure students are comfortable when outside. Please see the website under Dragon Life for Dragon Duds for a detailed explanation of the uniform guidelines.

Gatherings

Students at St. Richard's are used to attending community meetings, chapel, assemblies and other traditions. When possible, these events will occur outdoors, in larger spaces with fewer students in attendance, or virtually through classroom technology.

Nutrition

Our food service provider is planning creative ways for our students to receive appropriate nutrition while reducing the opportunity to spread COVID-19. Recyclable containers and plastic utensils will be used as students receive hot lunch three times a week, alternating with two days of sacked lunches. Additional cleaning and food preparation measures and equipment will ensure the safe delivery of lunch and snacks to classrooms for consumption. Students with health and/or dietary needs should contact the health care clinic (Nurse Debi) to arrange a joint meeting with a member from food services. Students will arrive at school with a filled water bottle of their choice and bring it home each evening for cleaning. As age appropriate, students will be allowed to refill the bottles at the touch-free bottle filling stations.

Belongings

Locker and cubby placement, storage, and usage of personal belongings will be modified. It is also our intention to minimize the possible transmission of COVID-19 by limiting the number of items transported from home to school when possible. In addition to water bottles and masks, there will be exceptions to this rule.

Field Experiences

Field experiences will be extremely limited. Those with an outdoor venue will be permitted with parent consent.

STUDENT EXPERIENCE MODIFICATIONS



DROP-OFF, DISMISSAL & AFTERCARE

Drop-Off and Dismissal

The newly established staggered start times (MD at 8:00, LD 8:10, EC at 8:20) and use of multiple entrances, as well as having children walk independently into the building under the guidance with their teacher, will greatly assist the ability to practice physical distancing and reduce the potential spread of COVID-19. Families with multiple children in various divisions will arrive at the earliest start time of the siblings. Parents are required to take their child's temperature prior to leaving for school each morning as well as complete a daily inventory form indicating their child's readiness for the school day. The school will also take temperatures prior to starting the school day as we start the school year until otherwise decided. A detailed map with assigned drop-off locations will be distributed in August. Children in PK-Grade 1 will be greeted by their teachers, use hand sanitizer, and walk to their classrooms as a class. Children in Grades 2-8 will follow the same procedures but will walk independently to their classrooms via assigned routes from various entrances. Punctual arrivals will be especially important this year.

While all students will be dismissed at 3:20, the school will eliminate the gathering of all students in the gymnasium and will dismiss from classrooms and other shared spaces. The alley carpool line will run similarly to past years with slight modifications to ease crowding at entrances/exits. Parents should consider limiting the number of children in carpools and urge children to be masked in cars as the transmission of COVID-19 is more likely in confined spaces. Children will use hand sanitizer upon leaving and will remain in masks until they enter their car.

Aftercare

SRES recognizes the need for parents to have care provided during working hours and will provide this with advance online registration until 5:00 p.m. each day. On Sunday evenings of each week, parents will be required to register their child in advance for aftercare needed for Monday through Friday. Parents may cancel their need for care 24 hours in advance without being charged by emailing aftercare@sresdragons.org.

As we strive to limit the interactions students have with those outside of their classroom and/or grade level(s), aftercare will likely result in changes in past policies and routines. Parents should anticipate calling the school in advance to ensure their child's pickup through the carpool line located in the alley. As the school year progresses, the goal is to extend our aftercare hours to 6:00 p.m., as well as offer morning care.

BUILDING MODIFICATIONS

CLEANING, PPE, AIR FLOW, ENHANCEMENTS, SIGNAGE, & INDIVIDUAL MATERIALS



Cleaning

In addition to increasing our nightly cleaning, a daily schedule of surface cleaning high touch point areas and locations will deter the spread of COVID-19. Classrooms will be equipped with hand sanitizer and disinfectant wipes and all entrances will have touch-less sanitizing stations. In the event of a positive case of COVID-19, our cleaning services are prepared to complete an extensive sanitization process.

Personal Protective Equipment

In addition to masks for all students, gloves, plexiglass partitions, and other protective devices, particularly for the health clinic providers, will be in use prior to the start of school.

Airflow

Continuous air movement in indoor spaces is an important part of preventing the transmission of COVID-19, and we are taking the following actions to address this:

- Increasing the fresh air intake (by roughly 25%) of our HVAC systems to an optimal level while also allowing the air to continue to be cooled and dehumidified.
- Increasing air filtration to as high as possible using MERV 13 air filters as recommended by the CDC.
- Spending more time during the school day teaching and learning outdoors.
- Installing UV air purification equipment on existing HVAC systems.

Enhancements

Items such as carpet and flooring, as well as furniture that encourages physical distancing have been purchased for the upcoming school year. The school is also exploring canopies/coverings to encourage the use of outdoor space. Faculty members are receiving upgraded devices to ensure the delivery of instruction to students unable to attend school on campus. We have also increased the number of student devices to discourage sharing between multiple students. Bathroom upgrades include additional soap dispensers and improvements to paper towel dispensers. An additional room will also be dedicated to those showing COVID-19 symptoms.

Signage

Signage to remind SRES community members of COVID-19 symptoms, effective hand-washing, and directional signs to discourage crowds and encourage effective traffic flow will be implemented.

Individual Materials

The school is purchasing additional classroom materials such as sets of math manipulatives for each student to reduce the number of shared items and help deter the spread of COVID-19.

HELPFUL LINKS

Centers for Disease Control:

<https://www.cdc.gov/>

SRES Website Devoted to COVID-19

<https://www.sresdragons.org/dragon-life/remoteteaching>

IN-CASE:

<https://www.doe.in.gov/covid-19>

Hand-Washing Poster

<https://www.cdc.gov/handwashing/pdf/wash-your-hands-steps-8x11.pdf>

Travel Precautions from the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

Coronavirus Self Checker through the CDC

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>



SYMPTOMS OF COVID-19 ACCORDING TO THE CDC

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

People with these symptoms may have COVID-19:

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

Back-to-School Face Covering Guidance for Families

Students and educators are facing many new challenges when they return for the 2020-2021 school year, including the recommendation that face coverings be worn. This two-sided document is designed to help families support students with acclimating them to appropriately wear a face covering and provide protocols for safe and effective maintenance of face coverings.

1 Get Familiar

Follow these steps when using your face covering:

- Wash your hands before touching the face covering.
- Put it over the nose and mouth and secure it under the chin.
- Make sure the covering fits snugly against the sides of the face.
- Make sure your child can breathe easily.

2 Start Now

It takes a lot of repetition to develop a habit. It is recommended that families begin having their school-aged children practice wearing a face covering for short periods in the days leading up to the start of school.

3 Set Rules

Talk to your child about appropriate use for their own face covering and the face coverings of others. Remind your child of the following examples of face covering etiquette:

- Keep your hands to yourself. Do not touch anyone else's face covering.
- Do not share face coverings with other people.

4 Reassure

The changes students experience at school can be scary to our youngest Hoosiers. Take the time to reassure your child that the protective measures being taken are meant to keep students, teachers, and other adults in the school healthy. Remember, families mold the attitude of students. Your support is appreciated!

Caring for Your Cloth Face Covering

Take Off Your Face Covering Carefully, When You Are Home

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine or wash by hand
- Be careful to not touch your eyes, nose, or mouth and wash hands immediately after removal



How to Clean Your Face Covering

- **Washing Machine**
 - Wash your face covering with your regular laundry
 - Use regular laundry detergent and the warmest appropriate water setting for the cloth used for the face covering



How to Clean Your Face Covering

- **Washing by Hand**
 - Prepare a bleach solution by mixing:
 - 5 tablespoons (1/2 cup) household bleach per gallon of room temperature water
 - 4 tablespoons household bleach per quart of room temperature water
 - Check the label to see if your bleach is intended for disinfection. Some bleach products, such as those designed for safe use on colored clothing may not be suitable for disinfection
 - Ensure the bleach product is not past its expiration date
 - **Never mix household bleach with ammonia or any other cleanser**
 - Soak the face covering in the bleach solution for five minutes
 - Rinse thoroughly with cool or room temperature water

How to Dry Your Face Covering

- Make sure to completely dry cloth face coverings after washing
- **Dryer**
 - Use the highest heat setting and leave in the dryer until completely dry
- **Air Dry**
 - Lay flat and allow to completely dry. If possible place the cloth face covering in direct sunlight



More Information on the Reverse Side

HEALTH AND WELLNESS COMMITMENT

St. Richard's is concerned for the health and well-being of all community members. In order to reduce the spread of COVID-19, it is important that all community members are familiar with and adhere to the guidelines and recommendations from the Centers for Disease Control. The following commitment must be returned to school electronically by clicking here prior to August 1. Your family's commitment to adhere to these best practices will ensure the safety of all.

I PLEDGE TO

- Monitor my child and family members' health and keep them home if they exhibit symptoms associated with COVID-19 (cough, sore throat, fever, chills muscle pain, loss of taste or smell, gastrointestinal issues, and/or shortness of breath).
- Complete a daily health inventory for each school and reservation form for aftercare on Sunday evenings for the entire week (cancellations accepted 24 hours in advance)
- Take my child's temperature prior to their departure for school regardless if they are sick or well.
- Notify the school if my child has a fever (100.4 degrees Fahrenheit or greater without medication) and follow steps as determined by the Marion County Public Health Department and SRES.
- Follow the MCPHD's recommendations on my child's return to school after a confirmed exposure or diagnosis of any member in my immediate household.
- Encourage my child to use good personal hygiene (washing hands frequently with soap and water, avoid sharing materials, avoid touching his/her face, etc.).
- Ensure my child wears a clean cloth mask daily.
- Model and teach physical distancing to my child.
- Comply with the "no parent visitors in the building" guideline except with prior approval from the appropriate division head for special circumstances.
- Comply with all CDC requirements for travel.
- Comply with policies set forth in the 2020-2021 Family Handbook and "At a Glance" publication.
- Understand that in order for my child to remain enrolled at SRES, our family must comply with all SRES guidelines to deter the spread of COVID-19 and to protect our community.

Parent(s) /Guardian Signature

