



Reopening Plan for Fall of 2020

Heritage Instructional Services (HIS) will resume twice-weekly, in-person classes this fall on Mondays and Wednesdays, beginning September 9, 2020, and continuing at least until our Thanksgiving break, which begins on November 19, 2020. At this time we will revisit and update our plan for the winter, based on updated data and guidance from the Episcopal Diocese of Maryland, the State of Maryland, the CDC, and other relevant agencies.

Sickness Policy

All students, staff, and parent volunteers are asked to remain at home and self-isolate if they have any symptoms of COVID-19, including:

- New onset cough
- New onset of shortness of breath or difficulty breathing
- New loss of taste or smell
- At least TWO of the following:
 - Fatigue
 - Shivering
 - Muscle or body aches
 - Headache
 - Sore throat
 - Congestion or runny nose
 - Gastrointestinal symptoms (nausea, vomiting, or diarrhea)

Students, staff, and parents who have had close contact with someone with known or suspected COVID-19, must adhere to the following:

- Self-isolate at home and complete school work from home if possible
- Get tested for the virus if possible



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- If you receive a negative test result, stay at home for seven days so long as you remain asymptomatic.
- If you *remain* asymptomatic, you may return after seven days from the date of exposure.
- If you develop symptoms, you may return a minimum of 10 days after symptoms began **and** after 48 hours with no fever and no fever-reducing medicine.

If a student begins to exhibit any symptoms during a school day:

- He/she will be quietly and gently escorted to an unused classroom.
- His/her parents will be called immediately.
- He/she will remain isolated from other students until his or her parents arrive for pick-up.
- While maintaining confidentiality and for the purpose of monitoring personal health, HIS will communicate with staff and/or families of classmates that an individual in their particular class or work area presented with symptoms and was sent home.
- Dismissal of the affected student's class (or beyond) will be evaluated after a positive diagnosis of COVID-19 and coordination/consultation with local health officials.

Household Illness

If any member of your household is sick, even with a confirmed non-COVID illness, we ask that you would please use extreme caution about sending your student(s) to class and err on the side of refraining. Given the implications of any illness for the entire school during the pandemic, it is incumbent upon each family to use wisdom and seek to protect others from any contagion.



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Daily Screening

HIS requests that parents perform a simple symptom screening before leaving home for classes. Any student with any of the following should remain at home:

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth
- Sore throat
- New uncontrolled cough that causes difficulty breathing (for students with chronic allergic/asthmatic cough, a change in their cough from baseline)
- Diarrhea, vomiting, or abdominal pain
- New onset of severe headache, especially with a fever
- Chills or shaking chills
- Runny nose or congestion

Temperature scans will also be performed by HIS staff or volunteers before students exit their cars at drop-off each morning.

Drop-Off and Pick-Up

As HIS will provide temperature scans for each family before students exit their cars, entrance to the school will naturally be staggered. Please have your students remain with you in the car until their temperature has been checked.

At the end of the day, students will be released in two groups, alphabetically by last name, to minimize traffic in the hallways.

In order to reduce the number of people in the building, parents are encouraged to remain in their cars during student drop-off and pick-up when possible. If parents need to enter the building with their students, their temperatures should be scanned as well as their students'.



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Face Masks

Per the Episcopal Diocese of Maryland (landlord to HIS) Baltimore County, and the state of Maryland, masks must be worn by all students, staff, and parents at all times when in the building until further notice. Parents will be responsible for making sure that children's masks are properly fitted, clean, dry, have appropriate air flow, and that children can put on and take off their own masks without assistance, know to sanitize their hands before touching/adjusting their masks, and can participate in class without playing with or adjusting their masks.

HIS will maintain a small stock of disposable masks for a student or parent who forgets his or hers. If a student consistently forgets his or her mask, a member of the administrative team will contact his or her parents for follow-up.

Classroom Cohorts

Students will remain in their cohorts all day in dedicated classrooms, with the teachers moving from class to class. The only exception to this is art. Class cohorts will take turns visiting the art room, with surface disinfection between each class.

Distancing in Classrooms

HIS classes will not exceed 16 students per classroom, with the exception of our 7th and 8th grade class (max. 22 students), which will meet in the auditorium (lunch room) to allow for adequate distance. Desks and tables in all classrooms will be arranged to accommodate maximal space between students. Please note that Heritage is a hands-on program, and some activities may bring students into close proximity with one another or with tutors. We will maintain as much physical distance as possible, but please be aware that students will sometimes work in small groups or pairs, share supplies, etc.



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Outdoor Classes

Because the virus is known to spread less readily in outdoor spaces, we encourage our tutors to hold their classes outdoors whenever possible, as weather permits.

Lockers

HIS will assign lockers so as to leave maximal space between students in the hallways. Students will keep locker use to a minimum and store school supplies in their backpacks in classrooms. As the majority of their classes take place on the main level, 7th and 8th graders will not be assigned lockers (which are on the upper level) until further notice.

Abbreviated Day

To avoid the mixing of cohorts during the midday lunch and recess hour, HIS will begin the year with an abbreviated schedule that allows us to end the school day at 12:50, thus sending students home for lunch and exercise.

Cleaning and Disinfecting

Per CDC/EPA guidelines, our Tutor Assistants will use a bleach solution to perform regular disinfecting for commonly-touched surfaces such as doorknobs, railings, faucets and sinks, etc. during each school day. Additionally, all surfaces in classrooms, bathrooms, offices, the lunch room, and hallways will be cleaned and disinfected at the end of each school day.



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Modifications to Building and Building Use for the 2020-21 School Year

- To increase the comfort of our students and staff and the air quality in our facility, HIS will install additional air conditioning units and HEPA air purifiers in our classrooms.
- HIS tutors may use Bellis Hall (which is fully air-conditioned) for classes or activities requiring more space than our third floor classrooms allow.
- Ave Maria Academy will not use the third floor classrooms this year, and at the time classes resume, there will be no other renter groups using the main floor of the building for public meetings. Thus all of the spaces HIS plans to use for classrooms are highly unlikely to be at risk for cross-contamination between user groups.