

Health and Safety Plan
Twin Spring Farm Day School
Twin Spring Farm Educational Impressions
Anticipated Launch Date: September 8, 2020

The health and safety of our Twin Spring Farm Community is of the utmost importance to us. Due to this current situation of the COVID-19 pandemic, TSF has modified its Health and Safety Plan to incorporate updated operating procedures and enhanced health and wellness protocol. Along with our existing health and safety guidelines, that have been in accordance with all state and local governing standards, we have increased our level of preparedness under the guidance of the Center of Disease Control (CDC).

Our goal, as a school community, is to provide all of our families, faculty and staff with the greatest level of security moving into reopening our school for staff and students. The following policies and procedures are continually being evaluated and modified based on guidelines provided to schools from the Department of Education, Department of Health, Department of Human Services, CDC, and local government agencies. As information is updated or changed from the governing agencies, this Plan will be modified accordingly. All Strategies, Policies and Procedures are for Yellow and Green Phase unless otherwise noted.

Pandemic Coordinator Team:

- Mrs. Beatrice Hood, Head of School
- Mr. Richard Hood, Development Campus Coordinator and Technology Advisor
- Mrs. Karen Salvatori, Comptroller & School Administrator
- Mrs. Kelly Clinefelter, Educational Director
- Nursing Staff

Facilities Cleaning, Sanitizing, Disinfecting, and Ventilation

Requirements	Strategies, Policies and Procedures
Cleaning, sanitizing, disinfecting, and ventilating learning spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation)	<ul style="list-style-type: none"> *Prior to opening, cleaning and disinfecting of all walls in classrooms, hallways, bathrooms (floor to ceiling), all classroom surfaces to include shelves, countertops, tables, chairs, doors/handles, railing, any all high-touch surfaces. *cleaning, disinfecting all surfaces, including classroom sinks, counters, tables, shelves throughout the day. *floors cleaned with disinfectant and vacuumed twice a day *restrooms cleaned routinely through the day and inspected between cleanings *drinking fountain turned off
Other cleaning, sanitizing, disinfecting, and ventilation practices	<ul style="list-style-type: none"> *Windows open (weather permitting) *Filters cleaned on air conditioning units

Social Distancing and Other Safety Protocols

Requirements	Strategies, Policies and Procedures
Classroom/ learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible	<ul style="list-style-type: none"> *tables and desks separated *chairs placed with distance in between *children will be placed in small group for instruction with teacher maintaining proper distance and wearing face covering *outdoor learning when possible *any large group instruction to take place within the classroom where teacher can maintain proper distancing *individual plexiglass barriers placed on table tops in the classroom
Restricting the use of cafeterias and other congregate settings, and serving meals in alternate settings such as classrooms	meals in classroom (snack and lunch)
Hygiene practices for students and staff including the manner and frequency of hand washing and other best practices	<ul style="list-style-type: none"> *hands washed as staff & students enter the classroom *hands washed prior to eating *hands washed after bathroom *additional hand washing times set in schedule throughout the day *hand sanitizer used between *signage placed in bathrooms *proper hand washing lessons for students *hand sanitizing stations placed around campus
Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop the spread of germs	*signage on driveway entrance, screening areas, entry points for school, office, bathroom areas, P.E. Building
Identifying and restricting non-essential visitors and volunteers	<ul style="list-style-type: none"> *screening area for visitor check-in at office *only essential visitors permitted on campus *prior notification required of their visit
Handling sporting activities for recess and physical education classes consistent with the CDC Considerations for Youth Sports	<ul style="list-style-type: none"> *PE classes held in PE Building, in open air outdoor pavilions or field *Outside classes preferred, weather permitting *Areas sanitized between classes *Equipment sanitized between classes and rotated
Limiting the sharing of materials among students	*everyday school items, i.e. art materials, packaged in individual, labeled containers for each child, i.e. Ziploc bag
Staggering the use of communal spaces and hallways	<ul style="list-style-type: none"> *one way entrances and hallways *staggered schedules for bathroom schedule for classroom

Requirements	Strategies, Policies and Procedures
Adjusting transportation schedules and practices to create social distance between students	<p>N/A for transportation - YELLOW</p> <p>*if permitted - field trips transportation will be on TSF bus with alternating seats used - limited to 50% capacity on the bus - GREEN</p> <p>*transportation via buses to and from school is provided by the child's school district at the parent's request</p>
Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students	<p>*Classes will be in "household" units with no interaction or changing classrooms</p> <p>*schedules will be designed to minimize travel time interaction among classes</p>
Coordinating with local childcare regarding on site care, transportation protocol changes and, when possible, revised hours of operation or modified school-year calendars	N/A
Other social distancing and safety practices	*playground equipment sanitized between classes with a limit to one class per playground
Coordinating outdoor activities, including outdoor learning, playground use, and use of playground equipment and sports activities	<p>*Outdoor learning opportunities will be in designated areas for each class to minimize other classroom contact</p> <p>*Playground areas to be assigned and scheduled for each classroom</p> <p>*Outdoor areas, including playgrounds to be cleaned and sanitized after use</p> <p>*Sports equipment to be assigned to each class and available in a separate container/ sports bag for individual classes</p>

Monitoring Student and Staff Health

Requirements	Strategies, Policies and Procedures
Monitoring students and staff for symptoms and history of exposure	<p>*temperature taken upon arrival, mid-day, and before after-care program</p> <p>*parents must answer screening questions upon arrival at morning carline</p>
Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure	<p>*Supervised isolation area for any staff or student who may become ill during the day</p> <p>*Emergency contact called immediately</p>
Returning isolated or quarantined staff, students, or visitors to school	*Return to school after quarantine period and completion of a COVID test with a negative result

Requirements	Strategies, Policies and Procedures
Notifying staff, families, and the public of school closures and within-school-year changes in safety protocols	*Constant Contact *One-Call System -Email -Phone call -Text message
Other monitoring and screening practices	*Routine temperature screenings twice daily (arrival and mid-day) *Parent questionnaire daily

Other Considerations for Students and Staff

Requirements	Strategies, Policies and Procedures
Protecting students and staff at higher risk for severe illness	*Action Plan per doctor’s instructions *Face coverings for other students & all staff *Face shields, if possible, in addition to mask
Use of face coverings (masks or face shields) by all staff	*Face covering worn by all staff throughout the day
Use of face coverings (masks or face shields) by older students (as appropriate)	*Face coverings for all students while in the classroom and when it is not feasible for 6’ social distance
Students permitted to remove face covering (8/17/20)	*Eating or drinking when spaced at least 6’ apart *When wearing a face covering creates an unsafe condition in which to operate equipment or execute a task *At least 6’ apart during “face covering breaks” to last no longer than 10 minutes
Unique safety protocols for students with complex needs or other vulnerable individuals	*Face covering worn by anyone who may come in contact with student plus regular sanitizing procedures
Strategic deployment of staff	*Nursing staff to attend to anyone who becomes ill during the school day

Implementing Remote Learning

Twin Spring Farm Administration believes it is imperative to remain faithful to our school mission and make a good faith effort to provide instruction that replicates, to the best of our ability, a classroom experience. We are all committed to providing opportunities for continued learning and progress to all of our students. The Continuity of Education Plan outlines the goals for planned instruction and enrichment review.

Health and Safety Plan Professional Development

All Twin Spring Farm Faculty and Staff will be required to attend all necessary inservice trainings. Participation will be required through in-person meetings, virtual meetings (Zoom), or webinars offered through government agencies.

Health and Safety Plan Communications

Timely and effective family and caregiver communications about health and safety protocols and schedules will be sent to families and staff through Constant Contact email communication, One-call notification system (email, phone call, and text), and social media outlets (Facebook).

Health and Safety Plan Governing Body Affirmation Statement:

The Board of Directors/Trustees for Twin Spring Farm Ltd. reviewed and approved the Phased School Opening Health and Safety Plan on _____