

GREENWOOD SCHOOL STANDARD OPERATING PROCEDURES:
GREENWOOD SCHOOL GRAND REOPENING (REVISION 1)

I. Purpose

- A. Establish processes for verifying Greenwood School campus safe for physical re-opening for employees and student activities.
- B. Establish procedures and restrictions for start of 2020-2021 school year in August 2020 (students return to campus). **The start of the school year has been delayed until Thursday, August 20th. Orientation schedules have now shifted to August 14th (middle school) and August 17th (high school). An updated academic calendar is posted on the School website (Family Resources / Information tab).**
- C. Establish protocols for daily operations during 2020-2021 school year, to include pre-entry health screening, best preventative practices for daily operations to prevent re-introduction of virus spread, and isolation and notification procedures for an individual who may exhibit symptoms while on campus.
- D. These protocols will remain in place until superseded by revision (will be formally reviewed monthly or as updated guidance is issued by government organizations) or until cancelled.
- E. Full version (with underlying details, staff responsibilities, and list of references) will be included in the 2020-2021 Family Handbook as Appendix A (Handbook release scheduled for 7/17/2020). Summary and Frequently Asked Questions (FAQ) document will be published to the website (www.greenwoodjax.org) and in Parent Portals.

II. Preparations and Protocols

- A. **Any revisions to this plan will be published promptly via emergency messaging system, website, Parent Portals.**
- B. **Structural changes** that have been made to the physical campus:
 - 1. The main entrance will now feature an enclosed foyer area where all individuals must check in upon arrival to the building.
 - 2. Air purification systems were installed in June in every HVAC unit on campus.
 - 3. Class sizes have been further reduced in order to facilitate greater distancing between students.
 - 4. Drinking fountains were replaced in July with units that include touchless water bottle filling stations, and the manual push-bars have been disabled.
 - 5. Portable hand sanitizing stations have been placed in the campus hallways and a permanent station will be installed in the entry foyer.
 - 6. Plastic tri-fold desk dividers (portable, not permanently installed) will be available for use in each classroom (for added protection, and/or if student(s) need a break from their face coverings).

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- C. Campus Screening Protocols** (for entry to building) – **conducted in vehicle whenever possible**; otherwise, conducted in main entrance foyer
1. Temperature screening (with touchless thermometers) will be required for all individuals wishing to enter the building.
 - a. The School does not and will not retain personal medical information or records for any individual under these protocols. Record of the individual's name, date, and completed check (without the specific number) is kept on a separate log sheet for each individual and is protected (locked in cabinet) in accordance with legal requirements and/or responsibilities for protection of private information.
 - b. If an individual's temperature greater than 99.9 degrees F, they may not remain on campus that day.
 2. Staff will conduct a brief visual and verbal check for general health (focus on identification of symptoms common to COVID-19 infection).
 3. Hand sanitization station available in foyer—use before entry.
 4. Staff will sanitize visitor check-in system screen after use.
 5. Any individual may be asked basic screening questions by School staff concerning recent travel, exposure to confirmed or suspected COVID-positive individual(s), and exhibition of any symptoms common to COVID-19 infection.
- D. Minimization of Contact, Distancing Efforts**
1. Whenever and wherever feasible, individuals should remain at least six (6) feet away from other individuals. Reminders will be posted throughout the building.
 2. Student seating in classrooms has been spaced as far apart as possible, although in many rooms it is not feasible to attain six (6) feet of separation.
 3. Class sizes have been reduced to facilitate distancing of individuals.
 4. Hallway traffic will be treated like a roadway—always walk to the right-hand side. There will be no congregating or standing in lines in hallways.
 5. Physical Education classes, Extracurricular sports activities, and official Team sports will follow the phased guidelines below.

Note: in all phases, cloth face coverings are permissible for the athletes to wear during practices and competitions; however, the Centers for Disease Control does not require the wearing of face coverings during physical exercise.

 - a. Phase One –
 - 1). temperature checks of all participants, no sharing of equipment;
 - 2). workout groups limited to ten (10) individuals;
 - 3). no locker room use permitted;
 - 4). face coverings required for entry and exit of facilities; and,
 - 5). no spectators allowed.
 - b. Phase Two (**current status as of date of this document**) –
 - 1). temperature checks for all participants;
 - 2). indoor workout/training groups limited to 10 individuals, outdoor groups up to 50;

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- 3). practices and competition may resume for “low risk” sports (e.g., volleyball, fencing, archery for fall), and on a modified basis for “moderate risk” sports (e.g., flag football, basketball);
 - 4). locker room use is permitted, but individuals must remain at least 6 feet apart (Physical Education classes will not have students change into PE uniform at the start of the year, may adjust as conditions change);
 - 5). athletes, coaches, and other team members (e.g., scorekeepers, statisticians, equipment managers, etc.) must maintain a physical distance 6 feet from one another in the bench areas;
 - 6). all equipment must be regularly cleaned and sanitized in all cases; and,
 - 7). spectators may be permitted for competitions with crowd size limited to ensure appropriate distancing of individuals.
- c. Phase Three –
- 1). temperature checks no longer required (regular Handbook policies on fever symptoms will still apply);
 - 2). “higher risk” sports may resume (e.g., cheerleading, team sports in physical education classes), but with pre-workout screening procedures, temperature checks, and equipment sanitization; and,
 - 3). spectators should still observe appropriate distancing.
6. Lunch orders will now be done completely online through Schoolhouse Fare.
 7. Staff will minimize paper use for announcements, applications, permission forms, waivers, academic notices, assignments, and assessments by using digital options whenever feasible.

E. Daily Personal Protective Equipment (PPE) and Sanitation

1. All individuals in the building should wear their own face covering. The School has procured enough to provide one to each Staff and Faculty member and to each Student.
 - a. Students may wear their own personally obtained face coverings; however, such items are not permitted to display any words, logos, slogans, symbols, graphics, photos, or designs that are not appropriate for the school setting. This includes—but is not limited to—depictions of anything of a sexual nature, anything deemed political, derogatory to any individual(s) or group(s), cursing, etc. Determination of appropriate attire is at the sole discretion of the Dean of Students.
 - b. Whenever distancing of six (6) feet between individuals is not feasible in the classroom, face coverings must be worn or desk dividers placed in front of the student(s). Face coverings are always required in hallways and common areas outside of the classrooms.

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- c. Face coverings are not required when participating in outdoor activities (although distancing is still in effect), or during physical exercise indoors or outdoors.
 - d. FDA-approved face shields that cover the front and sides of the face are acceptable for use in place of cloth face coverings (faculty, students with sensory or respiratory concerns, or other medical issue that prevents the use of a cloth face covering).
 - e. Disposable face coverings are available for visitor/contractor/vendor use while they are in the building.
2. Gloves are for single-use only (food handling, dispensing medicine, taking temperature, etc.). No individual should be wearing gloves for other than an appropriate single-use activity.
 3. Hand Sanitization stations are in each hallway, main entry, and office area.
 4. There is sufficient hand sanitizer supply in each classroom.
 5. Restrooms are fully stocked with soap, and handwashing reminders and procedures posted; all will be reminded to wash their hands often.
 6. Student supplies (writing utensils, binders, etc.) will not be shared. Use digital textbook resources whenever available.
 7. All rooms, hallways, equipment, and common areas will be thoroughly cleaned and disinfected each evening in accordance with CDC checklist.

F. Mental Health Support

1. A licensed mental health professional (from third-party organization) will be available on campus one day per week to provide additional support to the students.
2. The therapist provided is not an employee of Greenwood School. Parent(s)/Guardian(s) must schedule an appointment for their student in advance. The School is not responsible for any insurance or financial arrangements between families and the therapist.
3. The School does not have access to, nor responsibility for, any information shared between a Greenwood School student and the mental health professional provided. Mental Health Professionals are mandatory reporters by state law and will professionally protect the students' confidentiality, but will fulfill their responsibility to report statements made by a student regarding any threat of self-harm, harm to others, and/or neglect or abuse.

III. In Case of Illness

- A. All individuals are strongly urged to remain at home when they are ill, regardless of whether or not their symptoms are commonly associated with COVID-19.**
- B. In the unlikely event that an individual presents any symptoms of illness while on campus, they shall be isolated in the front office Clinic area until parent/guardian is able to come to pick them up. If the clinic is in use, an alternate space in which the individual can be isolated will be designated by the Head of School.

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- C. If the individual's symptoms include those commonly associated with COVID-19 infection, the School will verbally gather information from the individual for purposes of contact tracing. Head of School will notify Greenwood families and staff as appropriate, while carefully observing privacy requirements and protections of the individual. Head of School will conduct a Risk/Hazard Assessment in accordance with OSHA and CDC guidelines, and Staff will coordinate with parent(s)/guardian(s) to determine follow-on actions and communications.

If an individual subsequently tests positive for COVID-19, the School will coordinate with the Duval County Health Department to conduct appropriate contact tracing.

IV. Instructional Delivery Contingencies

A. Scheduling adjustments for 2020-2021

1. Morning homerooms will open to students at 8:00 am (versus 8:10) to minimize congregating of students before school.
2. The instructional day will shift to eight (8) 42-minute periods to allow for class size reductions without limiting availability of enrichment courses. The full detailed schedule will be available in the Family Handbook and on Parent Portals. Key elements include:
 - a). Tardy bell has been pushed back to 8:25 am to accommodate for staggered homeroom period.
 - b). Lunch will be at 12:15 (between) 5th and 6th periods.
 - c). Dismissal will still be between 3:15 – 3:30 pm (staggered).

B. Contingency Curriculum Design and Delivery Options

1. **Online Only protocols (whole School)** --Worst case—physical closure of campus; **intended only if ordered** by local, state, federal government under state of public health emergency. If not under state of public health emergency, then use of this option is at the Head of School's discretion.
 - a. Schedule and Structure
 - 1). **Synchronous** (follow normal class day schedule)
 - 2). Provides daily full class period live instruction
 - 3). **Mandatory attendance** for each period
 - 4). Designated office hours for individual support (similar to the Homework Help normally offered in person)
 - b. Workload and Standards
 - 1). Focus on key standards and essential questions
 - 2). Workload approximately 2/3 of regular in-class
 - c. Assessment and Grading
 - 1). **Standard grading** scale
 - 2). Case by case flexibility for extenuating circumstances
 - d. Communication
 - 1). Head of School will communicate at least twice weekly with all families via video messages in Portals, Town Hall style live video conferencing sessions, and/or emails.

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- 2). Changes to this policy or any other temporary policies during use of the online only option will be communicated via the School's emergency messaging system (email & text).
 2. **Individual online protocols**—protect most vulnerable individuals by permitting individual students to tune in (i.e., Zoom or Google Meets) from home to participate in live classes being taught in the building.
 - a. **Synchronous** (follow normal class day schedule).
 - b. Students **must attend** their regularly scheduled classes.
 - c. **Approval for use:** The live online option is intended to protect individuals who are most vulnerable to possible infection, such as those with compromised immune systems, pre-existing respiratory conditions, or who live in the same household as an individual at high risk of infection by COVID-19, if the parent(s)/guardian(s) request this option.
 - 1). Use of the live online option must be approved **in advance** by the Dean of Students for each individual student wishing to participate in this option. Parent(s)/Guardian(s) who wish to select this option for the start of the 2020-2021 academic year should notify the Dean of Students of their decision by **August 1, 2020**.
 - 2). Permission for participation in the live online option will specify a two-week time period, which may be renewed until no longer necessary for the individual student.
 - 3). The live online option is not to be used frivolously, and the School reserves the right to require documentation of at-risk factors if the Head of School believes this individual online option is being abused.
 - 4). The live online option is not intended for long-term use.
- C. **Online conduct**
 1. All provisions, regulations, and guidelines contained within the Family Handbook remain in effect and enforceable during any form of online learning.
 2. Attendance will be taken for every class period, whether the student is physically present on campus or attending online.
 3. Expectations for student conduct during live class sessions in either of the online options are no different than if the student were physically sitting in the classroom. Kindness, mutual respect, and full effort are expected of our students at all times.
 4. [Students attending online are expected to be in front of their screen, in school uniform, with video on, and on time and fully participating in every scheduled class session, just as if they were physically in the building.](#)

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5. Protection of Student Privacy and Faculty Professional Agency & Autonomy during all online learning options:
 - a. All parent(s)/guardian(s) of enrolled students at Greenwood School acknowledge that their student(s) may be visible on camera to individuals present in the home of a student using the live online option.
 - b. Students attending online are not under any circumstances permitted to record the class session. This includes screenshots, saving chat feature transcripts from a class session, or any other electronic capture of their classmates or the faculty member teaching the class(es) without express written permission from the Head of School.
 - c. Parent(s)/Guardian(s) of students attending online are also prohibited from any activity described in the above paragraph (IV.C.4.b.).
 - d. Parent(s)/guardian(s), by signing acknowledgement of this post-COVID 19 Appendix to the Family Handbook, agree that no information or observation obtained by them during an online live class session may be used to harass a Greenwood School faculty member in any way.
 - 1). The School will protect the academic freedom and integrity of its employees and the privacy of its students.
 - 2). If a parent/guardian has a concern about any specific faculty member or a specific class, the appropriate way to express their concern is to contact the Dean of Students.
 - 3). As always, if parent/guardian or student has a concern about a specific assignment and/or grade, they should contact the individual faculty member first.

V. Campus Closure Criteria

- A. If physical closure of the campus is ordered by local or state government officials under the declaration of a public health emergency, Greenwood School must comply with such an order. In such circumstances, Continuity of Instruction shall be maintained in accordance with the contingency online learning program detailed in the previous paragraphs above.
- B. If no declaration or order is given by local and/or state officials and there is no official declaration of public health emergency, the scenarios described below may result in a partial or full transition to online learning. This list is not all-inclusive.
 1. As with any emergency situation, if Duval County Public Schools close, then Greenwood School will (in most cases) consider either closing the campus (see whole-school online learning program in paragraph IV.B.1.) or employing individual protocols (see paragraph IV.B.2.) to protect the most vulnerable individuals.
 2. Confirmed positive test of a Greenwood School student or staff member who has been present at the School within the past 48 hours:
 - a. The School will perform a Hazard Assessment in accordance with OSHA and CDC guidance;

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- b. Head of School will coordinate communication as appropriate to enrolled families to inform of protocols under consideration; and,
 - c. Head of School will coordinate with the Board of Trustees within 24 hours of confirmed positive test to determine the need for physical closure of all (or a portion) of the campus.
 - 3. If more than 20% of student and/or staff population are absent due to illness (does not have to be COVID-19 specific), State Health Department must be notified and Head of School will investigate and coordinate with the Board of Trustees to make an appropriate determination.
 - 4. Any other circumstance(s) that the Head of School deems significant enough to physically close the campus, after consult with Leadership Team and Board of Trustees.
 - C. Families and students will be informed of any potential emergency situation through the School's emergency messaging system (email, text message, voicemail message), using most current contact information in the School's database.
 - D. If the Head of School determines that the campus will close and Online Learning is necessary:
 - 1. The period of closure shall be for [ten \(10\) days from the date of reported possible exposure](#). Conditions and requirements will be re-assessed weekly and status messages will be sent via the School's emergency messaging system at least once per week or as conditions change;
 - 2. A supplemental instruction will be immediately issued by Head of School and to reinforce the learning structure in use – synchronous, live classes, with reduced workload, standard grading criteria; and,
 - 3. Online Learning Plan detailed in paragraph IV.B.1. will be initiated and will continue throughout the period of online learning dictated by closure order.
 - E. Any extracurricular events and/or travel will be cancelled during a time of School closure.

VI. Re-Opening the Campus

- A. Head of School will coordinate with the Leadership Team, Staff, and the Board of Trustees to re-open the School, with guidance from available and updated references, as well as real-time communication with local and/or state officials.
- B. Head of School will communicate the intended re-opening date and any updated safety and/or screening protocols to students and families via the Schools' emergency messaging systems.
- C. Head of School will coordinate with the Facilities Manager, Custodial personnel, and local health officials to supervise complete cleaning and disinfecting of the campus at least 24 hours prior to re-opening the School.

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- D. Leadership Team will meet within the first 48 hours after the School re-opens to determine status of facilities, curriculum, grades, extracurriculars, events, and any additional days to be added to the academic calendar, if needed.
- E. Students will check their Chromebooks in with the Network Administrator upon return to School to verify status of the equipment.
- F. Final after-action report, status update, and feedback on the response processes will be provided to all stakeholders by the Head of School within one week of the re-opening of the School.

VII. *Force Majeure* (see also page 33 of the 2020-2021 Greenwood School Family Handbook)

- A. The School's duties and obligations under the Enrollment Contract shall be suspended immediately without notice during all periods that the School is closed or unable to maintain its normal learning environment and/or academic or extracurricular program status because of ***force majeure*** events including--but not limited to--any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control.
- B. If such an event occurs, the School's duties and obligations in this Contract will be postponed until such time as the School, in its sole discretion, may safely reopen.
- C. In the event that the School cannot reopen due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.
- D. Disagreement and/or dissatisfaction with the established safety protocols and/or methods and formats of instructional delivery are not adequate grounds for voiding the parent(s)/guardian(s) responsibilities as detailed in the Continuous Enrollment Contract, the terms of which remain valid as stated in paragraph VII.A., above.

Approval by Board of Trustees: 7/7/2020
Released by Head of School: 7/8/2020
Revision 1 released: 7/28/2020

Next review date by Leadership Team: 8/7/2020