

GREENWOOD SCHOOL STANDARD OPERATING PROCEDURES:  
GREENWOOD SCHOOL GRAND REOPENING (REVISION 3)  
**CHANGES ARE IN BLUE**

**I. Purpose**

- A. Establish and update processes for verifying Greenwood School campus safe for physical re-opening for employees and student activities.
- B. **Confirm adjusted procedures and restrictions for start of the Spring 2021 semester on January 4 (Faculty & Staff return) and January 5 (Students return).**
- C. Establish and update 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- D. These protocols will remain in place until superseded by revision (will be formally reviewed monthly or as updated guidance is issued by government organizations) or until cancelled.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 original version (with underlying details, staff responsibilities, and list of references) was included in the 2020-2021 Family Handbook as Appendix A (Handbook released 7/17/2020). Revision 1 was published 7/28/2020. **Revision 2 was published 10/12/2020).**

**II. Preparations and Protocols**

- A. Any revisions to this plan will be published promptly via emergency messaging system, website, Parent Portals.
- B. **Structural changes** remain as reported in the original version of this plan.
- C. **Campus Screening Protocols** (for entry to building) – conducted in vehicle whenever possible, and always before student enters building.
  - 1. **Greenwood administration will continue daily temperature checks throughout the month of January, then re-evaluate protocols.**
  - 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. **Visitors must use the check-in system in the main entry foyer, which will be sanitized after each 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

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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 – no locker room use, no spectators, workout groups no larger than ten (10)—**this phase may be implemented at the discretion of the Head of School if deemed necessary.**
- b. Phase Two— allowed limited locker room use and spectators. Outdoor groups permitted for workouts. **this phase may be implemented at the discretion of the Head of School if deemed necessary.**
- c. Phase Three – **(in effect since October 12, 2020)**
  - 1). temperature checks for all visiting athletes and spectators; face coverings required for spectators.
  - 2). spectators should still observe appropriate distancing.
  - 3). Limited locker room use and dress-out for Physical Education classes began October 26, 2020. Students & athletes must wear face coverings in the locker room areas and maintain as much physical distance as possible from one another while dressing out; coaches must limit the number of students in the locker room to maintain appropriate distance.
  - 4). Physical Education classes may participate in team sports (non-contact sports are recommended).

6. Lunch orders will continue online through Schoolhouse Fare.

7. Staff will continue to 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 NO CHANGES**

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.
  - c. Face coverings are not required when participating in outdoor activities (although distancing is still in effect), or during physical exercise indoors or outdoors.

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- 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.).
  - 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 (NO CHANGES)**

- 1. A licensed mental health professional (from third-party organization) is available on campus at least one day per week for additional support.
- 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 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.
- 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

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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.

1. A general announcement (via emergency messaging system) will be issued to all families and staff that a positive case exists.
2. Individuals who may have been exposed (determined through official contact tracing) will be separately notified as to whether they should self-monitor (if they were not in direct contact) or quarantine (if they were in direct contact).
3. **Duval County Health Department will contact individuals to formally inform them of quarantine requirements, if they are necessary.**

#### IV. Instructional Delivery Contingencies

A. The School will remain on the revised 8-period schedule for the remainder of the 2020-2021 academic year, as established by the original reopening plan document.

#### 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.
2. **Individual online protocols**—protect most medically vulnerable individuals by permitting individual students to tune in (i.e., 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: In accordance with Florida DOE Emergency Order 07 (issued 30 November 2020), parents/guardians wishing to have their student attend via the virtual option are permitted to do so under the following conditions:**
    - 1). **Inform Dean of Students via email at least 24 hours prior to the intended start of virtual attendance.**
    - 2). **Virtual attendance is for a minimum of two (2) weeks. There is NO day-to-day option.**
    - 3). **Medical documentation is no longer requested nor required for use of the virtual attendance option.**
  - d. Students who are ill and whose parent/guardian has elected to keep them at home in accordance with paragraph III.A. must contact the Dean of Students and select one of the following:
    - a). Regular sick day (student will not attend, may make up any missed work when they return). As with any medically excused absence, student should bring a

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note when they return; or,

- b). For symptoms that may be associated with COVID (regardless of whether or not student intends to be tested for COVID), student will attend virtually (if feeling well enough) for two weeks.

**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.**
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.5.b.). **This prohibition includes physically recording (e.g., writing down, emailing, etc.) notes and observations about other students in the room. Student conduct and discipline in the classroom is the domain of the School faculty and administration.**
  - 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

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specific assignment and/or grade, they should contact the individual faculty member first.

- 4). **Parent(s)/Guardian(s) are respectfully requested by the Head of School and Dean of Students to refrain from being present with their student during the class. If for some reason any individual other than the Greenwood student is present in the room during virtual attendance of class, the other individual(s) must NOT interfere with the faculty's instruction in any manner. This includes, but is not limited to:**
- a). **Speaking directly to the teacher, other students in the class, or any individual present in the physical classroom or virtually attending.**
  - b). **Conversing with their student (e.g., providing instructions, helping them answer questions, assisting with classwork, etc.) during the class.**

**V. Campus Closure Criteria (NO CHANGES)**

- 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 **24 hours**:
    - a. The School will perform a Hazard Assessment in accordance with OSHA and CDC guidance;
    - 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

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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. Travel**

- A. **Families of enrolled students intending to travel out of the area of Northeast Florida are respectfully requested to inform the Associate Head of School of their intended travel destination.**
- B. **Faculty and Staff intending to travel out of the area of Northeast Florida are required to inform the Associate Head of School of their intended travel destination.**
- C. **The travel risk matrix attached to this instruction as Appendix A provides guidelines and protocols for travel.**
- D. **Head of School is the only person who can waive any of the details of the protocols, if any such action is appropriate. Waivers are unlikely in most situations.**

**VII. Re-Opening the Campus (NO CHANGES)**

- 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

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local health officials to supervise complete cleaning and disinfecting of the campus at least 24 hours prior to re-opening the School.

- 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.

**VIII. Force Majeure (see also page 33 of the 2020-2021 Greenwood School Family Handbook)**  
**(NO CHANGES)**

- 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.

Initial approval by Board of Trustees:	7/7/2020
Released by Head of School:	7/8/2020
Revision 1 released:	7/28/2020
Revision 2 released:	10/12/2020
<b>Revision 3 released:</b>	<b>12/10/2020</b>



<b>Lower Risk</b>	<b>Increased Risk</b>	<b>High Risk</b>	<b>Higher Risk</b>	<b>Highest Risk</b>
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<b>Activities</b>	<ul style="list-style-type: none"> <li>• NO TRAVEL</li> <li>• Virtual activities</li> <li>• Indoor time ONLY with household members</li> <li>• Outdoor gatherings ONLY with existing "pods"</li> </ul>	<ul style="list-style-type: none"> <li>• CAR TRAVEL within local region             <ul style="list-style-type: none"> <li>◦ Close contact ONLY with existing "pods"</li> <li>◦ No shared transit/lodging with individuals outside existing "pods"</li> </ul> </li> <li>• Indoor gatherings ONLY with existing "pods"</li> <li>• SMALLER outdoor gatherings (max 12) with individuals from local area ONLY and safety protocols* in place</li> </ul>	<ul style="list-style-type: none"> <li>• CAR TRAVEL outside local region             <ul style="list-style-type: none"> <li>◦ Close contact ONLY with existing "pods"</li> <li>◦ No shared transit/lodging with individuals outside existing "pods"</li> </ul> </li> <li>- AND/OR -</li> <li>• CAR TRAVEL which results in close contact or shared transit/lodging with individuals from local area ONLY who are outside existing "pods"</li> <li>• SMALLER indoor gatherings (max 12) with individuals ONLY from local region and safety protocols* in place</li> <li>• MEDIUM outdoor gatherings (max 20) with individuals from local area ONLY and safety protocols* in place</li> </ul>	<ul style="list-style-type: none"> <li>• AIR TRAVEL - AND/OR- CAR TRAVEL which results in in close contact or shared transit/lodging with individuals outside the local area</li> <li>• TRAVEL to known "HOT SPOTS" (<a href="#">see NYTimes list</a>)</li> <li>• SMALLER indoor gatherings (max 12) with individuals from outside the local area - AND/OR - MEDIUM indoor gatherings (max 20) with individuals ONLY from local region</li> <li>• LARGE (21 or more) outdoor gatherings with or without safety protocols* in place</li> </ul>	<ul style="list-style-type: none"> <li>• ANY TRAVEL OUTSIDE THE CONTINENTAL UNITED STATES</li> <li>• ANY EXTRA LARGE GATHERING (30+)</li> </ul>
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<b>Protocol</b>	<ul style="list-style-type: none"> <li>• Cleared to return to campus immediately following break</li> </ul>	<ul style="list-style-type: none"> <li>• OK to return to campus immediately following break</li> <li>• Closely monitor for symptoms</li> <li>• If symptoms arise or there is a concern about COVID exposure = self-quarantine, seek medical advice, and contact the School</li> </ul>	<ul style="list-style-type: none"> <li>• PCR test 5 days after return from travel or event conclusion; self quarantine until negative PCR results received. (RECOMMENDED)</li> <li>• Negative PCR and symptom free, OK to return to on campus learning</li> <li>• No test: self-quarantine 10 days; return if symptom free</li> </ul>	<ul style="list-style-type: none"> <li>• PCR test 5 days after return from travel or event conclusion; self quarantine until negative PCR results received. (RECOMMENDED)</li> <li>• Negative PCR and symptom free, OK to return to on campus learning</li> <li>• No test: self-quarantine 10 days; return if symptom free</li> </ul>	<ul style="list-style-type: none"> <li>• Self Quarantine for 14 days</li> <li>• Negative PCR test upon return from travel</li> <li>• Second negative PCR test on day 10 after return from travel</li> <li>• OK to return to campus if no symptoms develop, both PCR tests are negative, and 14 day quarantine is complete</li> </ul>
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**\*GENERAL SAFETY PROTOCOLS**

