



ST. ANNE'S EPISCOPAL SCHOOL

# 2020–2021

## REOPENING PLAN



**St. Anne's**  
EPISCOPAL SCHOOL

Version 1.0





Dear St. Anne's Community:

The information in this document contains details associated with our plans to return to campus for the 2020–21 school year. Please review this plan carefully as it outlines many new policies and procedures that have been developed based on available information and scientific evidence with the community's health and safety as a top priority.

***Your continued partnership with us is crucial to the success of our reopening. While each student's health and safety is our primary focus, no one, including the School, can guarantee a COVID-19-free environment. The reality is that members of our community may experience COVID-19 infections this fall. That is why it is vitally important for us to embrace the shared responsibility of minimizing the risk to our students, faculty, and staff. We all must do our part.***

Our plans may change but please know and trust that we are prepared to adjust quickly, thoughtfully, and decisively.

After reviewing the contents of this plan, please submit any questions using the link provided at the end of the document. Chances are that others have similar questions and we want to be sure we are addressing your concerns as comprehensively as possible. As you will see in the document, we have scheduled virtual coffee information sessions in August to review our plans and answer any questions you may have.

We look forward to seeing your children soon and thank you for your support.

Regards,

Barry Davis

## **SAES 2020–2021 Reopening Plan includes:**

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# The Planning Process

SAES will follow the school requirements and guidelines outlined by federal, state, and local health officials including the Center for Disease Control and Prevention (CDC), the American Academy of Pediatrics (AAP), the Department of Early Care and Learning (DECAL), and the Department of Public Health (DPH). **Though information on the pandemic changes daily, the trends below seem evident:**

Person-to-person transmission appears to be less frequent between children 10 and under than between adults.

Within households, adults have been found to be a more likely source of transmission to other household members than children.

Widespread transmission has been less frequent in situations where children are in close contact with other children, such as daycares and schools.

Children have been less frequently infected than adults and, when infected, have generally had milder illness, except in rare cases.

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**The following strategies have been shown to limit transmission in other settings and will be prioritized at St. Anne's:**

Masking and/or physical distancing in situations where faculty and staff are together.

Symptom screening, personal protective equipment (PPE) and hand hygiene.

Being outside and encouraging window opening as much as possible.

Continuing to implement CDC safety guidance as the best practice available to protect our community.

**We will continue to use the [COVID-19 SAES page](#) on our website where we will post this plan, forms required to start school, policies, procedures, and additional relevant information.**



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# Measures to minimize the spread of COVID-19

## What will be the masking requirements?

We know that adults working with your children will wear masks and/or face shields throughout the school day, particularly when in common spaces. Students will also need to wear masks for extended periods during the school day. Families should begin helping their children adjust and become accustomed to wearing masks before the start of school. Each child should be prepared with a minimum of two fresh cloth face coverings or surgical masks each day.

We are still working on definitive protocols for mask wearing based on current recommendations for specific age groupings. We will update you with these requirements by August 10th.

For reference, the [Delaware Department of Education](#) recommends all students 4th grade and up wear masks and suggests those younger do as well.

If you believe your child should be exempt from wearing a mask, please contact [Assistant Head of School, Jill Reilly](#).

## Will the School provide masks?

If your child forgets his/her cloth face covering or surgical mask, the school will provide one for that day and asks parents to make sure they provide one for the next day. We recommend keeping an extra clean mask in your child(ren)'s backpack(s).

## What kind of mask should my child(ren) wear to school?

We recommend finding a mask or similar face covering that is comfortable for your child(ren), and then have your child(ren) practice wearing the face covering for several days before the first day of school to make sure they are comfortable wearing it for extended periods of time. The following types of face masks are acceptable:

- *Washable cloth face masks*
- *Disposable surgical or medical masks*
- *Double layered gaiters made of cotton*
- *Dust masks*
- *Neoprene masks with a replaceable paper filter 26*
- *Respirator masks*

Please note that bandanas may not be used as substitutes for masks.

## **How much will hand hygiene be emphasized?**

In a word, extensively! As part of our check-in process in the morning, students will use hand sanitizer to clean hands before coming into the building.

Students will wash their hands with soap and water for at least 20 seconds multiple times throughout the day, and hand sanitizer will be provided in multiple locations throughout the building.

We will have signs throughout campus reinforcing the importance of hand-washing, as well as social distancing and other mitigation strategies.

We plan on introducing proper hand-washing technique videos with members of the St. Anne's community.

## **How do you socially distance children in a classroom?**

We will implement the physical distance measures recommended by public health officials to the best of our ability. We are fortunate to have relatively small class sizes and great spaces around campus that allow for physical distancing; however, staying 6 feet apart is not always possible so it is important that all community members practice healthy habits like wearing a mask, washing hands, and staying home when they feel sick.

Fortunately, St. Anne's was in many ways designed for this. Our small class sizes, physical classroom layout, and plans for movement around campus naturally allow ease of distancing. We are reserving additional large spaces on campus such as the art room, music room, gymnasium and dining room for classroom-related needs since our related arts teachers and learning resource specialists will visit classrooms this year.

In addition, we plan to use our beautiful outdoor campus as an extension of our classroom spaces.

## **What other measures will be in place to help physical distancing?**

Classroom and normal student movement make it impossible to maintain a six-foot distance at all times. In addition to face masks, we may use clear acrylic tabletop shields and other PPE as needed.

## **Do you have a plan to use contact tracing?**

Contact tracing identifies individuals who have been exposed to an infectious disease and then alerts their close contacts. It is a key strategy for preventing further spread of COVID-19 and we will follow the [state guidelines](#) in place for proper reporting.

## **What are your plans for heightened cleaning, sanitizing, and disinfecting protocols for campus?**

Education Facilities Management, our contracted cleaning company, has already started enhanced and ecofriendly cleaning procedures in the building as a result of having the YMCA camps here on campus this summer. We will also have ample cleaning supplies in classrooms/hallways for regular use throughout the day. All faculty and staff will be trained in health and safety protocols. We are limiting the use of "high-touch" areas, such as classroom and restroom doors, as much as possible. To get a sense of the type of equipment we have procured, click [here](#).





## What the SAES school day will look like

### Will the date for the first day school of change?

No. Our first day will be Wednesday, September 2nd as planned. Orientations and opportunities to meet your child(ren)'s teacher(s) are being planned. Additional details for these events will be forthcoming.

### How will morning drop off work? what will happen before my child(ren) enter(s) the building?

Arrival procedures and protocols are currently being developed and additional information will be sent in August, but we know that:

- The state of Delaware is in the process of developing an assessment form and screening tool to be used by schools for this purpose.
- There will likely be a mobile daily screening tool for parents /guardians to complete prior to the start of each school day. It could look like [this](#) screenshot.
- We are continuing to monitor the situation as it relates to temperature checking given the accuracy concerns of a single reading. It is likely we will take temperatures at multiples times during the day but physical distancing and PPE remain the best mitigation strategies.
- There will be different dedicated arrival and departure locations based on grade levels.

### Is there a set carpool time?

Yes. Students can be dropped off at their designated entrances between 7:40am and 8:00am. Dismissal for half day students will be at 12:30pm and between 3:15pm and 3:30pm for full day students. We will share more specific details in a subsequent communication about dropping off and picking up children outside of these set carpool times.

Please note:

- To help minimize the spread of COVID-19, we are asking families to limit carpooling with other families.
- Parents will need to get their children out of their car seats in the morning and buckle them into their car seats in the afternoon.
- Because of our need to limit the mixing of students across grade levels, we cannot safely offer Before School Care this year. Upon arrival, and after screening protocols, students will report directly to their assigned homerooms.

## **I keep hearing about the need for classroom “Cohorts”? Is St. Anne’s doing this?**

Yes. By design, our classes are small which, in effect, creates a cohort. Primary, Lower, and Middle school students will have a main classroom/cohort, with one or two assigned teachers. Here is a visual [guide from the CDC that illustrates](#) how our cohort structure will work. Please know that these classroom assignments will reflect our best understanding of the safest way to construct classes and may need to change as the year progresses and we respond to new information.

## **When will I know my child’s teacher and classmates?**

We will communicate class assignments via email in mid-August.

## **Will our children have access to related arts and learning resource support?**

Yes. Related arts teachers and the Learning Support Team will meet with students as needed in the students’ classrooms and/or outside.

## **Will students have their own learning supplies?**

Primary and Lower School students will have their own learning supplies assigned to them at the beginning of the school year to help minimize the sharing of “high-touch” materials. As in the past, Middle School students will bring their own supplies to school for personal use. Primary and lower school students will use cubbies and middle school students will use lockers, which all can be used with appropriate social distancing. Students’ belongings will be separated from each other to the best of our ability.

## **What are the lunch procedures/protocols for this year?**

For the start of the school year, students will need to bring their lunch with them to school as our lunch program has been temporarily suspended. We will evaluate this on a monthly basis with the goal of reinstating lunch service when we feel it is safe to do so. Lunch will be eaten within cohorts, physically distanced, and outside whenever possible. Appropriate restrictions will be made within respective classrooms for food allergies. Please remember that St. Anne’s is a nut-free school.

Please send your child with a wholesome and healthy snack for the morning.

Our Extended Care programs will provide a nutritious snack for students enrolled in the after-school program.

## **Are water fountains available for use?**

No and Yes. In an effort to limit the use of “high touch” areas, all water fountains on campus are turned off with the exception of the automatic sensor water bottle fillers that were installed last spring.

Each student should bring a personal water bottle labeled with his/her name each day.

## **What is the dress code for the year?**

For grades PS, PK, and K, the dress code remains the same.

For grades 1-8, dress code is being modified to include a few more options that are compatible with extended learning time outdoors.

- Jeans, cargo pants, and jean shorts are permitted and should be clean and neat (no rips or holes). Shorts must be fingertip length. Athletic shorts are not permitted.
- St. Anne's shirts/t-shirts/sweatshirts (with or without a collar) may be worn. Non-St. Anne's shirts must be navy or white collared shirts as previously required by the dress code.
- If a dress is worn, shorts must be worn underneath

Every student in grades PS – 8 will need to have the following items which can all be kept at school:

- 1 pair of rain boots
- 1 pair of rain pants and 1 raincoat \*(PS families will need to purchase a specific rainsuit -- details of which will be provided by their teacher)
- Sneakers with rubber soles (these may get dirty)

Please make sure all items are labeled with your child's name. It is always a good idea to send extra clothing, especially for younger children..

## **I hear it is helpful to be outdoors as much as possible. Is that true?**

The science is clear in this regard. It is much more difficult to contract the [virus if you are outdoors.](#)

## **St. Anne's has an amazing campus. Will you take students outside?**

SAES teachers and students have always stepped outside the classroom and into the outdoors for learning. This year, we will continue to take advantage of our ample outdoor space on campus and our commitment to outdoor education. We are in the process of securing additional structures, examples of which can be seen [here](#), that will allow us to be outside regardless of the weather. The added requirement for rain gear and adjustments to our dress code (noted above) will also help to ensure students are prepared for being outside at various times throughout the day. When inside the building, classroom windows will be open as much as possible.

## **Will the playgrounds be available?**

Our campus is our playground! We will start the year by restricting use of playground structures and revisit this accordingly. Even without the use of these structures our children will have ample opportunities for play/recess with their peers.

## **Will chapel services continue?**

Yes. Our commitment to the spiritual growth of our school community remains a priority and we will offer chapel services in a way that ensures we continue to practice safe social distancing protocols. Outdoor and virtual chapel services are some examples of how we plan to abide by these guidelines

## **Will sports or music be offered?**

We are exploring how we may be able to offer team sports and/or music lessons, either on campus with physical distancing measures in place, or virtually. The Delaware Interscholastic Athletic Association will determine by August 13th if fall sports will commence. One option being discussed is adjusting the athletic calendar so that low contact sports are being played in the fall. We will keep our community abreast of developments in this regard.



## Will field trips take place?

Following CDC guidelines, we will not be able to have field trips or off-campus outdoor education experiences for the foreseeable future. We are in communication with the organizations that we partner with to keep us informed about their process and protocols. If this recommendation changes, we will make a determination about if and when it is safe to resume these field experiences.

## Is there going to be an extra emphasis on SEL (Social-Emotional Learning) this year?

As is always the case, all SAES students will receive regular learning opportunities in the classroom that center around social skills and emotional coping skills.

St. Anne's has always built strong relationships with students, taught essential interpersonal skills, and developed students' communication skills in support of their social-emotional growth. Given the unprecedented circumstances, this school year we will have an even stronger focus on supporting our students' SEL needs and development. Our Student Support Team along with our school counselor, Ms. Pali Payne, will work closely with our dedicated and caring faculty and staff to ensure a smooth transition back to school and continued success throughout the school year for all of our students.

## Is St. Anne's offering Extended Care?

Extended Care programming will be available Monday – Friday from 3:15 – 5:30 p.m. starting at the beginning of the school year to registered students in Preschool through 8<sup>th</sup> grade. Please note that in order to minimize mixing groups of students, we cannot accommodate drop-ins this year.

For PS and PK students, SAES will provide Extended Care services. Please contact [Rose Krum](#), to register.

For grades K-8, our partner, the Middletown YMCA, will be handling our Extended Care program. For registration, please visit their [website](#) to enroll.

To better protect our Extended Day students and the rest of our community, the YMCA and SAES Extended Care programs will follow these safety protocols:

- *Screen for fevers before students enter Extended Day programs*
- *Implement physical distancing measures as feasible*
- *Wear face coverings or masks*
- *Wash hands frequently*
- *Focus on outside activities (as weather permits)*



## Parent engagement at SAES

### Will you continue the virtual coffees?

The virtual Saturday morning coffees that we hosted last spring were very popular and informative, and we plan on continuing with these periodically once the school year begins. Topics and dates will be announced once we begin the school year. Our first virtual coffee will focus on our reopening plan and information for this event can be found below

### Will there be school events this year?

The CDC recommends against gathering together in a large group, so we are making plans to reimagine events that usually take place on campus. Plans for activities including the fall festival and a parent community builder are in the works and will take place as possible based on current guidelines.

We will continue to evaluate and modify school events throughout the year, as needed. Click [here](#) for an updated 2020-21 school calendar.

### Will you do a virtual “town-hall” to discuss the opening of school?

We are glad you asked! SAES will offer virtual guided Q&A sessions, via Google Meet, for new and returning families to help answer frequently asked questions before the first day of school on the following dates and times:

- Thursday, August 13: 4:00 – 5:00 p.m.
- Saturday, August 15 9:00-10:00 a.m.

We will send information with links for the Google Meets in August and post on our website.

We are also hosting a virtual New Family Orientation for new parents on **Tuesday, August 18 from 4:00-5:00 p.m.**

We will offer a recording of these event for those who cannot attend during the designated time. We will send a link for this Google Meet to all newly enrolled families the week of August 10<sup>th</sup>.



## Visitors on campus

### Are you limiting on-campus visitors?

Yes. We are limiting visitors to campus and requiring caregivers to refrain from coming on campus unless otherwise invited onto campus for a specific reason.

Limiting visitors to campus includes parents. Caregivers should use carpool times to drop off and pick up children. We will have more details in the August 10th email about dropping off and picking up children outside of our carpool times.

Our Head of School, Mr. Davis, may revise or update visitor guidelines based on updated official guidance or school needs at his discretion.

### So, can I walk my child(ren) into the classroom on the first day of school and/or during the school year?

Unfortunately, the limitation on visitors means that parents cannot walk their child(ren) into school on the first day or during the school year. This is a hard sacrifice for many families, and we appreciate you making it to help keep our community healthy. SAES staff and faculty will be present and available to walk your child to class. We understand it will be different not walking your child into school - especially on his/her first day - but we will make sure we give your child the love, support, and encouragement he or she needs. Please know that we recognize how tough this may be for you and your child(ren). We want every child to feel safe and comfortable coming into school, especially on the first day and we are prepared and ready to assist in whatever way we can to help children and parents with this transition.

### Will there be a time at the beginning of the school year when I can be on campus to see my child's classroom?

Yes, parents will be invited onto campus and into their child's classroom the week prior to school starting. Primary and Lower School homeroom teachers and Middle School advisors will be contacting parents in mid-August to schedule these visits.





## Campus-wide communications

### Where can I find the school's COVID-19 plans, policies, and procedures?

We will continue to use the [COVID-19 page](#) on the SAES website to post updated versions of this plan, forms required to start school, policies, procedures, and more.

### How will I know if campus will close due to the pandemic, inclement weather, or another emergency?

St. Anne's uses a mass notification system to notify parents, faculty, and staff about school closings or other time-sensitive events through home phone, cell phone numbers and email addresses. We also post alerts to the school's social media channels (Facebook, Twitter, and Instagram) and on our website. If we have to dismiss students early, parents or emergency contacts will be contacted as soon as possible about the change in schedule. It is each family's responsibility to keep their contact information up-to-date with the school. You can change your information at any time by logging in to the [Rediker Parent Portal](#).

### How does SAES share news and important information with parents?

There are a variety of ways that St. Anne's keeps parents informed about their student's progress and the various activities and events that take place throughout the year. Here are some of the ways SAES has and will continue to communicate with parents:

The Heron: A weekly all school digital newsletter that goes to the entire SAES community.

School-wide emails: From time to time, we will share important information via email. If you have Gmail, please make sure to check the "Promotions" or "Updates" tab in your inbox as our emails are often delivered there. Social media: St. Anne's has active Facebook and Instagram pages. We often post late breaking announcements, photos and videos of life at SAES, and news about upcoming events.

### How can I volunteer or get involved at SAES this year?

As a Heron parent you are automatically part of the St. Anne's Parents' Association! The goal of the group is to foster community at SAES through social events and educational programs that support our school and teachers. We encourage families to get to know each other by getting involved! The St. Anne's Parents' Association is actively planning opportunities for connection and engagement that fit within our health and safety guidelines, including a back-to-school drive-in movie night. If you have suggestions for events or are interested in volunteering with the St. Anne's Parents' Association for the upcoming school year please send an email to Emily Kegerreis at [saessapa@gmail.com](mailto:saessapa@gmail.com).



## Distance learning

### Is St. Anne's prepared to go into distance learning if necessary?

Yes. We know there may be times when students need to move from on-campus learning to distance learning. While we know that there is no technology that can replace in-person relational connection, St. Anne's learned a great deal about distance learning from the spring and from your feedback. We are investing in professional development for all faculty in this area. We know that the dedication and creativity of our teachers, and their love for their students will make for an engaging and connected experience.

### What happens if my child needs to quarantine? Is there a plan in place?

The school requires students who exhibit COVID-19 symptoms or who feel sick to stay at home. We will work with students who are at home, but whose class is still on campus, to stay connected to their classes remotely. If your child is at home while the class is on campus, remote learning will include:

- *Use of cameras to provide a window into the classroom that allows remote students to connect with their peers, observe classroom activities, and experience the vibrance of the classroom in real time, all so the remote student feels like a present member of the classroom community*
- *Multiple points of contact through Seesaw, Google Classroom, and Google Meet that allow for small group work, student pairs, lunch conversations, and other ways to develop relationships with peers*
- *Individual teacher conferences through Google Meet to discuss work, offer support, and give feedback*
- *Access to all assignments*
- *Teacher support, assessment, and communication*

It is important to note that Parents will need to support their child(ren) with student engagement, work completion, and other elements that may be difficult to manage remotely. Specific communication regarding our plans in this regard will occur closer to the opening of school.

## We know you plan on resuming class on campus. Can we choose distance learning?

While we understand the on-campus experience is the most suitable approach for the majority of our students, we also recognize that some families may not be able to have their children return to campus for reasons related to the virus.

These include:

- *Families where there has been exposure so a child needs to stay home until we know they do not have the virus*
- *Students who we send home with symptoms, who cannot return until they have tested negative*
- *Other reasons that a child may not be at school, such as compromising health conditions*

If you are uneasy about in-person learning, please [contact Barry Davis](#), Head of School, so that we can use your input in our planning.

## I can't keep up! Which technology platforms does SAES use?

- Rediker: This is our school information management system and database which is used to manage your contact information, student attendance, grades, report cards, transcripts, and communication via email. If you do not have your Rediker login or are having trouble [logging in](#), please contact our Registrar, [Danielle Cummins](#) for assistance.
- Google Meet: This is an online video platform that is part of the Google Suite of apps that we use as a school. This tool can be used for a variety of purposes, including teachers checking in with individual students as needed, small group work, online classes, virtual coffees, and social connections.
- Gmail: Another app in the Google Suite, SAES uses this for all faculty, staff, and student emails. Students are assigned email addresses once enrolled and can only use these to communicate within the SAES school community.
- Seesaw: Teachers in PS - grade 4 will use Seesaw for a variety of purposes: student reflection on work (video, written) and communication as well as posting assignments and activities.
- Google Classroom: Grades 3 – 8 will use Google Classroom for a variety of purposes: assignment posting and management as well as communication. Parents can continue to access assignments and projects through their child's school email address login information.





## Health & Safety Precautions

### What can our family do to prepare for the beginning of school?

Families, staff, and faculty can partner together to help minimize the spread of COVID-19 by monitoring themselves and watching for signs of illness at home. At least two weeks before you arrive on the SAES campus for the start of the 2020-21 school year, be sure you are following the CDC's recommendations, including washing your hands frequently, wearing a mask in public spaces, limiting travel, and practicing physical distancing.

### What role will the SAES nurses play this year?

Our nurse team continues to monitor best practices as it relates to implementing protective measures for our community. We are creating additional space for our health center this year given physical distancing requirements and the fact that we will need to keep students with potential symptoms apart from those requiring first-aid.

### What forms are required for us to fill out before starting school?

As is the case with any year, we will need all parents to complete and submit a number of health forms. We will be sending those in August and posting them on our website. If we do not have the required forms on file for your child(ren), he/she will not be able to attend the first day of school. We will be strictly adhering to this policy.

### Will St. Anne's test faculty, staff and students?

Testing is a priority for the state of Delaware. SAES will work with state leaders with ways to make testing available and convenient. A plan for ongoing testing, which could include all faculty, staff, and students, will be communicated based on current community spread and recommendations by the Department of Health

### What do I do if I think someone in our house may be sick?

It is important to keep students at home if there are any signs of illness in your household. Please let the school nurse know if you, your child(ren), or another member of your household tests positive for COVID-19, experiences symptoms of COVID-19, or is exposed to someone who is positive or symptomatic for COVID-19. Symptoms may appear 2–14 days after exposure to the virus. Click [here](#) for the CDC's list of COVID-19 symptoms.

### What is the quarantine protocol in case of infection?

We will follow current CDC and Delaware Department of Health guidelines for COVID-19 related symptoms and exposure [quarantine](#) and isolation requirements.



## Final Thoughts

### **St. Anne's plans seem different from what I'm hearing some other schools are doing. Why is that?**

As a small independent school, we operate differently than a traditional, large, or public school. We have some key differentiators that allow us to effectively implement the CDC guidelines for K-12 schools and the Department of Early Care and Learning (DECAL)'s guidelines for Early Learning.

### **This is a lot of information to digest... can you give me the executive summary?**

- *We are committed to a safe opening*
- *We are continuing to develop definitive protocols for mask wearing based on current recommendations for specific age groupings*
- *Please send your child(ren) to School every day with two masks and a water bottle*
- *Our building will be cleaned regularly and hand hygiene will be part of our daily routine*
- *We will have our windows open and students will be outdoors—A LOT!*
- *We are working on a distance learning program for those students who are unable to attend school in person due to COVID-19 exposure.*
- *We love your children and their safety and wellbeing are our number one priority!*

### **Is there a resource online you suggest consulting? The sheer amount of information that I hear is overwhelming.**

We recommend consulting the [CDC website](#) which has guidance on all relevant issues.

### **I have a question that is not addressed in this document... who do I ask?**

We understand this school year looks very different from past school years and that you may have questions after reading this communication. Please fill out this [form](#) and we will make sure the question is sent to the correct person who will follow up as soon as they are able to respond.